



# Policy

SEE INDIVIDUAL ACADEMY APPENDICES FOR ACADEMY-SPECIFIC ARRANGEMENTS

## Document Control

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## Section 1 - Health and Safety Policy Statement of Intent

### Purpose

The Health and Safety policy sets out the Trust’s general approach and commitment together with the organisation and arrangements it has put in place for managing Health and Safety across the Trust.

The Harmony Trust is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation. The Trust will pay particular attention to:

- Providing and maintaining a safe place of work, with safe systems, equipment, and environment in which to work and study;
- Providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities;
- Taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections;
- The Trust will strive to maintain or improve its’ arrangements through ongoing monitoring and review processes.

The Trust Health and Safety Policy requires individual academies to have their own specific Health and Safety Policy and Procedures in accordance with the Trust Health and Safety Policy Framework.

### Scope

The Health and Safety Policy applies to all employees employed throughout the Trust. In adherence with the policy, employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions. All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures which are aligned with this Policy.

### Policy Review

The Trust will make arrangements to monitor and review the effective implementation and maintenance of this policy and associated procedures. A review of the policy and associated procedures will be undertaken on an annual basis or earlier if needed.



Signed Chair of Trustees .....

Date: .....

## **Section 2 – Responsibilities.**

### **Organisation.**

#### **Trust / Central Teams.**

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the Harmony Trust Board of Trustees. However, each academy, supported by the



Harmony Trust central team, will manage its own Health and Safety procedures which fully integrate with this Policy, as described in the arrangements section. Executive Principals / Principals are responsible and accountable for the implementation of and compliance with this policy within their academy although Health and Safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place as shown below to provide an overview of statutory compliance.





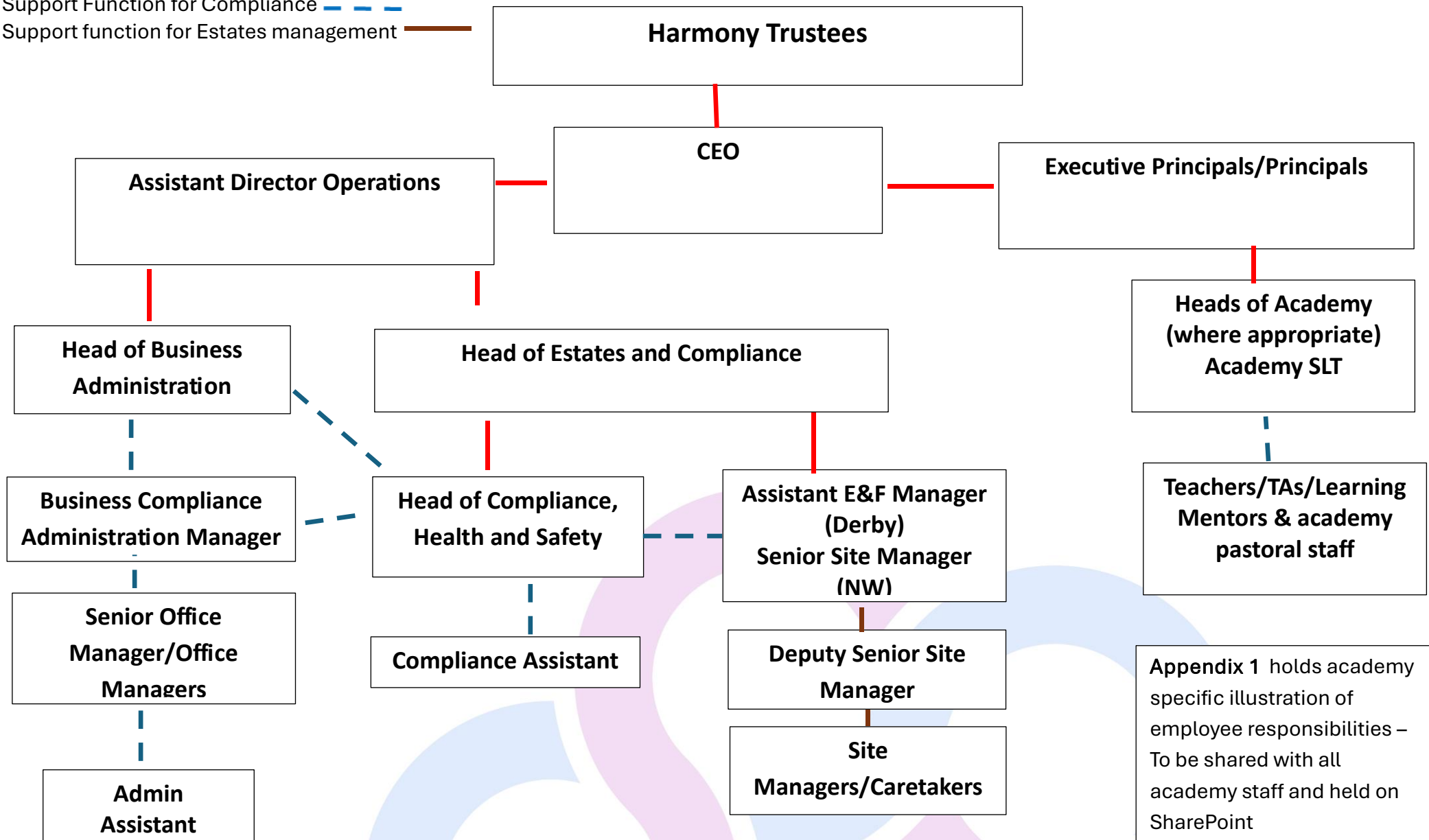
# THE HARMONY TRUST

BELIEVE • ACHIEVE • SUCCEED

Main line of accountability ———

Support Function for Compliance - - - -

Support function for Estates management ———





## **All Trust.**

### **The Board of Trustees and the Executive Leadership Team.**

The Trustees of Harmony Trust as the employers, are responsible for ensuring compliance with;

- The Health and Safety at Work etc. Act 1974 (and its subsidiary regulations)
- The Regulatory Reform Fire Safety Order 2005
- The Education (Independent School Standards) Regulations 2014
- They will hold Senior staff to account for their performance with the duties under this Policy
- They will embody a positive health and safety culture in all their actions and decision-making processes
- Providing sufficient resources as necessary to ensure that health, safety, and welfare requirements are complied with
- Ensuring processes and procedures are fit for purpose and compliant with legislation
- Ensure appropriate training is available for staff in the organisation

In addition to the above Head of Estates and Compliance shall be responsible for health and safety, reporting directly into Trustees and the rest of the Executive Team

### **Heads of Central Teams.**

The Trust Heads of central teams have the prime responsibility within each of their areas, to ensure that the safety policy is properly implemented.

They must ensure that;

- They arrange for effective delegation of individual health and safety duties within their own areas
- Any specific arrangements for safe working practices and the maintenance of these are clearly defined and communicated to all employees
- Ensuring that specific risk assessments are produced where appropriate and associated action plans or recommendations from risk assessment, audits, inspections or investigations are monitored for progress at senior level
- Monitor the health and safety performance of their Service on a regular basis and report back to Executive Leadership Team (ELT) on



such performance as required

- Set a good example in their own working behaviours

In addition to the above the roles of Heads of Estates & Compliance and Head of Compliance, Health & Safety have additional responsibilities. They will advise, consult, support, and liaise with the Assistant Director Operations for the development and co-ordination of safe conditions for the premises and activities associated with the Trust.

## Head of Estates and Compliance.

The Head of Estates and Compliance has prime responsibility for;

- To be responsible and accountable for the effective delivery of the estate, facilities compliance and health and safety across the Trust
- Work at a strategic level to ensure the estate is managed, developed and maintained to the highest levels being accountable for medium and long-term plans and maintenance schemes in relation to maintaining the Trust portfolio
- Oversight to ensure sufficient resources as necessary to ensure that health, safety, and welfare requirements of their service are complied with.
- Oversight to ensure that specific risk assessments produced by the Trust's line managers are completed where appropriate supported by the head of Compliance Health and Safety
- Ensure that significant accidents or health and safety incidents at Trust locations are investigated by the Head of Compliance & Health and Safety.
- Ensure the effective management & delivery of security on each site, undertaking regular security reviews and ensuring sites are secure
- Ensure processes are in place and followed to address any remedial works and urgent H&S / Safeguarding-related issues
- Ensure all necessary procedures are adhered to in relation to CDM regulations 2015.
- Report to the CEO and Trustees on the above or any current or emerging health and safety issues that may have a significant impact on the Trust
- Embody a positive health and safety culture in all their actions and decision-making processes

## Head of Compliance and Health and Safety.

- Act as a 'competent person' as deemed by Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to ensure the Trust meets their statutory obligations
- Provide safety information and advice to Trust Management so that they are fully aware of current, new and proposed legislation and working practices and their implications for the Trust





- Developing and publishing the employer's health and safety policies applicable for the Trust
- Promote a positive health and safety culture, based on sensible risk management, to secure high standards of health and safety
- Implementing and advising on systems for the planning, organisation, control, monitoring and review of the preventive and protective measures for health and safety
- Escalate or report as appropriate any failure to implement the health and safety plan to the Head of Estates and Compliance
- Ensure all statutory testing and planned preventative maintenance is procured, completed and remedials identified in a timely fashion.
- Identify areas of risk through safety audits and reviews to the organisation (H&S, financial, reputational, other) and ensure these are flagged to the Trust in a timely fashion
- To lead on the Health and Safety of educational visits across the Trust including the ongoing use and development of the EVOLVE system.
- Ensure accident and incidents are recorded, monitored and RIDDOR reported appropriately
- Undertake accident and incident investigations, including those that are complex and/or contentious. Liaise with regulators as appropriate and provide them with information on behalf of the Trust
- Ensure statistical information is collated, analysed, assessed and monitored to provide advice and guidance to Trust senior leadership and employees on a range of issues including accident/incident rates
- Promote a positive health and safety culture, based on sensible risk management, to secure high standards of health and safety

### Assistant Estates and Facilities Manager/Senior Site Manager.

- Be familiar with the contents of the Trust Health and Safety Policies and support the Trust in their application on academy sites
- Ensure that the appropriate appendices section of this policy 'Academy Organisation of Health and Safety' is shared with the relevant site managers/caretakers annually
- Plan, organise, control, monitor and review site manager/caretaker arrangements for the health and safety of employees, pupils, visitors including contractors, and others who may be affected by our work activities
- Ensure site Managers/caretakers liaise with PPM contractors and emergency representatives as appropriate and co-ordinate any advice/notices given reporting back to the head estates, facilities and compliance
- To ensure actions from audits and PPM services are delivered operationally whilst liaising closely with, Compliance Admin Assistant and Senior/Office manager



- Support the Head of Estates, Facilities and Compliance in identifying health and safety training needs within their team

### Executive Principal / Principal / Head of Academy.

The Executive Principal / Principal is responsible for day-to-day operations of their school and are directly responsible for the following non-delegable responsibilities and shall so far as is reasonably practicable:

- Ensure the Trust's health and safety policies are implemented and adhered to at all times
- Ensuring that the necessary resources for implementation are available for all health and safety functions to be adequately fulfilled
- Ensuring that educational academy leads have the necessary competences to allow health and safety duties to be competently discharged
- To ensure that the findings of all risk assessments are acted upon as necessary and adequate resources are allocated to facilitate healthy and safe working and teaching practices
- Embody a positive health and safety culture in all their actions and decision-making processes

The following duties may be delegated to individual members of staff, but the Executive Principal /Principal retains the responsibility for their fulfilment:

- To plan, organise, control, monitor and review arrangements for the health and safety of employees, pupils, visitors including contractors, and others who may be affected by our work activities
- Assess risks, commit the significant findings to writing, and act upon these findings, ensuring that work in all its aspects is safe and without risks to health, so far as is reasonably practicable
- Ensure that sufficient information, training, instruction, and supervision is provided to school staff
- Ensure all machinery, appliances and equipment purchased by or used within school, conforms to a British, European or International Standard, is used in the manner that it was designed for and is age appropriate. Consider any funding arrangements for items purchased that require to periodically examined, tested and or maintained as appropriate
- Ensure accidents/violent incidents are recorded and where necessary, investigated and reported to the Trust and Health, Safety team as soon as possible. In the event of a major injury, the team will inform the Chief Executive and Chair of the Board shall be informed
- Make proper provision for occupational and pupil health support through individual health care plans and Education Health Care plans where necessary
- Record all accidents, hazardous incidents, and near misses and investigate with a view to preventing a reoccurrence – significant events to be passed to the Health and Safety team
- Ensure adequate number of suitably trained first aid personnel, and first aid treatment is available for all core operating hours of the academy.
- Ensure that there is regular consultation with the staff Safety Representative on matters of health, safety and welfare;



- Ensure contractors/volunteers undertaking project work in the academy, report to the Site Manager before work commences in order to ascertain work details and agree safety procedures.

## Head of Business Administration, Business Compliance and Administration Manager and Senior Office Managers.

Provide oversight of the implementation of Trusts Health and Safety Policies at academy level and ensure they are fully embedded by;

- Ensure that the appendices of this policy 'Academy Organisation of Health and Safety' is reviewed annually, that a copy is provided to all employees, and that a copy is provided to the group health and safety manager by the end of the first term in each academic year
- Responding to routine health and safety queries from within academies their hub location and escalate to the head of Compliance, Health and Safety when these cannot be resolved locally
- Meet regularly with each academy's Office Manager and the Principal as appropriate to ensure compliance with the Trust's Health and Safety Policies is being maintained and safety sheet is completed each half term
- Support the Head of Compliance in the carrying out of periodic monitoring exercises

## Office Managers

- To be responsible for transactional processes aligned to Health & Safety e.g. maintenance of records
- To ensure accurate monitoring, reporting and analysis of accidents
- To co-ordinate & be responsible for ensuring risk assessments are in place across the academy
- To ensure actions from audits are monitored and delivered and produce appropriate documentation and evidence to support this
- To carry out regular and agreed site walks across the academy facility, and to produce and monitor associated actions
- To ensure policy and procedures relating to H&S are adhered to at all times.

## Trade Union Safety Representatives.

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:



- Represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace
- Investigate complaints by any employee he/she represents relating to Health and Safety and welfare at work
- Receive information from Enforcement Inspectors and represent employees in consultations with inspectors of the Health and Safety Executive and of any other enforcing authority
- Attend meetings of safety committees to which he/she is elected
- Inspect the workplace if they have given the employer or his/her representative reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions

### Health and Safety Committee (if appropriate).

Where a Health and Safety committee is not in place, consultation arrangements must be put in place by the Trust via union meetings. These arrangements should cover

- Consultation with employees on matters concerning health and safety.
- Discuss any significant accidents, incidents, cases of ill health, or defects including 'RIDDOR' reports.
- To monitor progress on recommendations from an authoritative source e.g. external audit to monitor the effective implementation of the Trust Health and Safety Policies.

### Teaching and Non-Teaching Staff.

All Teaching and Non-Teaching Staff shall, where appropriate and so far as is reasonably practicable:



- Ensure the Trust and Academy policies are implemented at all times
- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc that have been provided in the interests of health and safety at work
- Reporting promptly, in the first instance to their line manager, any accident, injury, significant near miss, incident of violence and aggression or case of work-related ill health
- Reporting to their line manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others
- Challenging any unsafe acts or conditions that they see. If they feel that any task allocated to them is unsafe, they may stop work, and raise their concerns with their line manager
- Co-operate with the Principal in undertaking risk assessments for all activities with significant risks, to identify hazards and control measures

## Site Managers and Caretakers

Site Managers are responsible for ensuring the site is safe and secure at all times, conducting ongoing inspections and maintenance to ensure, the Health and Safety of everyone on site as far as is reasonably practicable:

- Ensure that premises safety inspections are undertaken e.g. weekly, bi-termly, and keep records of any faults identified (if appropriate). This includes ladder checks, monitoring communal areas, weekly fire alarm and legionella testing. A full list of the Site Manager's monitoring work is to be found on the online Health and Safety system
- The Site Manager will record details of checks on the online recording system and will report defects to the Principal / Head of Academy / Heads of Teams/ Assistant Estates. Manager/Compliance Managers / Compliance Admin Assistant /Office Manager as appropriate
- Ensure risk assessments are in place for any ongoing maintenance and minor repair work he/she is undertaking and that it's conducted in a safe and timely fashion. This to include working at height and COSHH
- Ensure risk assessments for communal site areas are in place (in conjunction with the Office Manager)
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that equipment lists are kept up to date.
- Ensure all COSHH records are current to the site and substances hazardous to health are stored in a safe place
- The Site Manager will liaise with contractors and will ensure that contractors are undertaking their work in a safe manner through inspection of paperwork and supervision of work being undertaken



- Embody a positive health and safety culture in all their actions and decision-making processes

## Pupils.

All pupils must:

- Co-operate with teachers and academy staff on Health and Safety matters.
- Not interfere with anything provided to safeguard their own Health and Safety
- Take reasonable care of their own Health and Safe
- Report all Health and Safety concerns to a teacher

## Section 3. TRUST WIDE ARRANGEMENTS.

**These are the general Trust arrangements. Those specific to the individual academy are found in the relevant academy appendix.**

### 3.1 Health and Safety Risks Arising from Our Work Activity.

Health and Safety is managed through an ongoing process of Risk assessment. Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although Risk Assessments relating to most activities of the school will have been or will be completed on behalf of the staff, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to their area of work. All staff are responsible for ensuring the action required is implemented and that safe working practices are adhered to.



- Executive Principal / Principal to ensure that the implemented actions have removed/reduced the risks (this is likely to be delegated to staff as highlighted in responsibilities above but overall accountability remains with the Executive Principal / Principal)
- Risk assessments will be undertaken by all competent staff, appropriate to their roles and responsibilities in school, as requested by the Principal or Health and Safety lead. Staff who may complete Risk Assessments for the areas highlighted below:
  - Trust wide – Central Infrastructure Team
  - Premises – Senior Site Manager/Site Manager/School Office Manager
  - Curriculum – Heads of curriculum/Teaching staff
  - Educational Visits – EVC/Group Leader
  - Individual – specific Line Manager
- Staff must have received at least basic risk assessment training prior to undertaking risk assessments
- Assessments will be reviewed annually or if there is a significant change, whichever is soonest

**Please see the risk assessment policy for more information about the procedures for conducting risk assessments.**

### 3.2 Consultation With Employees.

**See appendix 2 for academy specific employee list.**

Employee representative(s) are identified in each academy, where requested

Consultation with employees is provided by briefings and specific discussions during staff meetings as required.

### 3.3 Safe Plant And Equipment (including gas and heating, electrical and fire systems, DSE).

*The Head of Estates and Compliance:* Is responsible for identifying all equipment / plant needing maintenance across Trust sites.

*Assistant Estates and Facilities Manager/ Senior Site North West:* will be responsible for ensuring effective maintenance procedures are drawn up with the Head of Service estates, and compliance.



*Head of Estates and Compliance supported by Head of Compliance:* will be responsible for ensuring that all identified maintenance is carried out through PPM arrangements.

Any problems found with plant / equipment should be reported to: Head of estates, facilities and compliance— all remedial work to go through the Estates and Facilities team.

*Head of Estates and Compliance:* will check that new plant and equipment meets Health and Safety standards before it is purchased.

No unauthorised electrical equipment is to be used on academy premises and where appropriate, residual current devices should be used with all electrical equipment. Fixed wiring testing and portable appliance testing are undertaken on a regular basis (5 year fixed, 1 year PAT unless specific needs of the Academy deem more frequent inspection is required).

**Statutory testing arrangements and ongoing inspections are documented on the online monitoring system. This includes maintenance and inspection of gas and heating systems (boilers), electrical systems (fixed wire, emergency lighting and PAT testing) and fire safety systems (alarm testing, extinguisher testing, sprinkler testing – where appropriate).**

#### **Display screen equipment – see DSE policy.**

All staff who use computers daily as a significant part of their normal work to have a display screen equipment (DSE) assessment carried out. ‘Significant’ is taken to be continuous/near continuous spells of an hour or more at a time

**Senior leaders will arrange for DSE checks to be done for their teams as appropriate. For eligible staff, relevant costs will be reimbursed following the submission of a claim form and receipt.**

#### **3.4 Safe Handling and Use of Substances – See COSHH policy.**

*Assistant Estates and Facilities Manager/ Senior Site:* will be responsible for identifying all substances that require COSHH (Control of Substances Hazardous to Health) assessments within their localities.

Assessments will be reviewed on a regular basis, when the work activity changes, or the constituents of the product change, whichever is the sooner.





### 3.5 Information, Instruction and Supervision.

The Health and Safety Law poster is displayed clearly in each academy.

Health and Safety advice is available from:

Alison Woodhouse

Head of Compliance and Health & Safety

Email: [Awoodhouse01@theharmonyTrust.org](mailto:Awoodhouse01@theharmonyTrust.org)

Telephone: 07392 085821

Tony Crocker

Head of Estates and Compliance

Email [Tcrocker01@theharmonyTrust.org](mailto:Tcrocker01@theharmonyTrust.org)

Telephone\_: 07384 547270

Adelle Henderson

Business, Compliance and Administration Manager, The Derby Hub, The Harmony Trust

Email: [Ahenderson01@theharmonyTrust.org](mailto:Ahenderson01@theharmonyTrust.org)

Telephone: 07825 701703

Emily Harrison

Compliance Assistant The Derby Hub, The Harmony Trust

Email: [EHarrison02@theharmonyTrust.org.uk](mailto:EHarrison02@theharmonyTrust.org.uk)

Telephone: 07795 632941

James White

Assistant Estates and Facilities Manager

Email: [JWhite01@theharmonyTrust.org](mailto:JWhite01@theharmonyTrust.org)

Telephone: 07551 451957



**THE HARMONY TRUST**

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Tom Gaffney

Senior Site Manager

Email: [TGaffney01@theharmonytrut.org](mailto:TGaffney01@theharmonytrut.org)

Telephone: 07393 013116

Supervision of young workers / trainees will be arranged / undertaken / monitored by *Placements Co-ordinator / Principal*

### 3.6 Competency for Tasks and Training.

Health and Safety Induction training will be provided for all employees by the Head of Service Compliance and the Office Manager via online learning.

Job specific training will be provided by SLT / Trust CPD Co-ordinator / Compliance Manager and Assistant Estates, Facilities Manager and senior site staff.

Training records are kept by the Central team and academy Office Manager and put onto the online system.

### 3.7 Accident, First Aid and Work-Related Ill Health.

**See the first aid policy and medications policy for more detail. This is reviewed in line with changes on prescribing medications, records of medications and error reporting.**

**Also see guidance on completing accident forms and the processes for reporting to RIDDOR.**



All accidents and cases of work-related ill health / violence are to be recorded on a relevant accident form and taken to the Office Manager for next steps (see separate guidance).

Accident forms which require investigation should be reported to SLT and the Trust compliance *Manager* – send forms to [healthandsafety@theharmonyTrust.org](mailto:healthandsafety@theharmonyTrust.org)

If an accident is RIDDOR reportable, this is completed by Alison Woodhouse.

### 3.8 Monitoring.

Monitoring health and safety standards is a key part of every level of management. It is not enough to simply expect that things will be done safely – it must be confirmed by positive safety management.

Every Head of Teams must ensure health and safety monitoring is carried out within their service annually.

To check our working conditions, and ensure our safe working practices and policies are being followed:

- carry out spot checks regularly
- conduct workplace onsite inspections at a frequency of per academy termly by Senior Office /Office managers and site managers walk round
- PPM monitoring by compliance assistant
- desk top audit by the Head of Compliance, Health and Safety
- termly site target inspection Head of Compliance, Health and Safety
- conduct annual Health and Safety walk Head of estates, facilities and compliance with head of compliance, health and safety

Principal / SLT is responsible for investigating accidents.

Principal / SLT is responsible for investigating work-related causes of sickness absences.

Principal / SLT are responsible for acting on investigation findings to prevent a recurrence.

Please see online system for details of inspections undertaken.



### 3.9 Emergency Procedures – Fire and Evacuation.

**There is no smoking on any Harmony Trust sites. This includes vaping.**

*Executive Principal / Principal* is the Responsible Person for the building.

*The Head of Health & Safety & Compliance* is responsible for ensuring the fire risk assessment is undertaken *and the Compliance Manager / Office Manager / Principal* ensures it is being implemented. The fire risk assessment will be reviewed every two years or sooner if needed / the building changes.

*Office Manager / Compliance Manager / Principal / Site Manager* is responsible for ensuring a Fire Action Plan has been completed.

*Office Manager / Principal* is responsible for ensuring a fire evacuation procedure is in place.

Fire wardens are in place (details are in appendix 8).

Escape routes and exits are checked by Senior Site/Site Manager daily.

Fire extinguishers are maintained and checked by an appointed contractor at a frequency of once per year.

Alarms are tested by an appointed contractor at a frequency of twice per year.

Emergency evacuation / fire drills will be carried out at a frequency of at least: termly.

Records will be kept in the academy office and on the online system.

A fire risk assessment is undertaken by a suitably qualified person and any findings acted upon in a timely manner. The fire risk assessment will be reviewed every two years, or sooner if there have been changes to the building which impact on fire procedures or further risks are identified.

Fire procedures are regularly reviewed and kept up to date.

### 3.10 Visitors.



- Any person visiting the premises is requested to make an appointment prior to the visit
- On entering the premises, visitors must go to the reception / main office and sign-in the online system (where available – otherwise a sign in book is in place)
- All visitors will be issued with a visitor's sticker which is to be worn for the duration of the visit
- Visitors will be provided with information regarding fire evacuation, security arrangements and welfare facilities
- On departure, visitors must sign out on the system
- For any visitors left unsupervised during the visit, a DBS will be required

### 3.11 Contractors and Safety.

Contractors are selected on the following basis;

	<b>YES</b>	<b>NO</b>
Cost	Yes	
Production of company safety policy	Yes	
Proof of Competence (e.g. production of qualification certificates, cases of ill health, reportable accidents, HSE notices or fines)	Yes	
Risk assessments for works as requested	Yes	



References	Yes	
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All Planned Preventive Maintenance (PPM) contractors are required to attend a pre-start meeting with the Head of Estates and Compliance and / or Head of Compliance and Health & Safety.

On site visits all contractors are required to meet with the Assistant Estates and Facilities Manager / Senior Site/Site Manager or any other relevant personnel e.g., Health and Safety Adviser, in order for site Health and Safety rules / information etc. to be communicated.

- All contractors are required to sign in and wear a visitor's sticker
- Contractors' equipment must not be left unattended
- Contractors' activities must not present a hazard to others in the vicinity of the work
- Contractors left unattended during school hours must have a DBS

Senior Site/Site Manager / Office Manager / Assistant Estates and Facilities Manager / Compliance Manager is responsible for monitoring contractors' activities whilst on site.

For minor works, contractors will be required to complete a contractor checklist, sign the asbestos register (where appropriate) and read the contractor induction pack prior to commencement. Any intrusive works must consider asbestos as part of the pre-construction information. Any works can only be completed in response to a relevant R&D survey.

**Please see contractor induction pack, checklist and asbestos information (where appropriate).**

### 3.12 Educational Visits / Extra Curricular Activities.

**Please see the educational visits policy and EVOLVE.**

The Executive Principal / Principal is responsible for ensuring that the policy is followed. Where relevant this will be delegated to the Head of Academy.

The Educational Visits Co-Ordinator for the academy is named in the academy appendices.

All educational visits must be authorised by the Principal / Head of Academy in advance.

**All Category C visits must receive Trust Approval.**



Adult supervision will be *in line with the Trust Educational visits policy*.

Advice relating to educational visits can be obtained from:

Alison Woodhouse

Head of Compliance and Health and Safety

Email: [awoodhouse01@theharmonyTrust.org](mailto:awoodhouse01@theharmonyTrust.org)

Telephone: 07392 085821

Emily Harrison

Compliance Assistant, The Derby Hub, The Harmony Trust

Email: [EHarrison02@theharmonyTrust.org](mailto:EHarrison02@theharmonyTrust.org)

Telephone: 07795 632941

### 3.13 Movement of Vehicles.

Staff and visitors should park their vehicles in the designated car park at academies where available. If staff members park on the public highway considerations to be given to the local community and to avoid parking over dropped kerbs.

Academy Risk assessments to be completed to assess and manage the risks presented by vehicle movements on the Trust sites. In the risk assessment, the academy should also consider vehicle and pedestrian movements

- Drop off and collection for SEND provision
- Disabled accessibility for staff and public
- General academy activity e.g. swimming/ed visit coach collections where it may impact on the public highway directly outside the academy gates

The vehicle access gate must not normally be used for children's pedestrian access.



If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

### 3.14 Academy Security.

Refer also to arrangements for 'Visitors'.

Security of the academy is maintained by;

	Yes	No
Perimeter fencing	Yes	
Electronic Gates	Some	
External Doors being locked during academy hours	Yes	





CCTV	Yes (some)	
Signposting	Yes	
Security lighting	Yes	
Other security measures( please give details)	Intruder alarm Security keyholder	

### 3.15 Occupational Health Services and Stress.

Occupational health services are provided via a service level agreement with the HR function.

Any individual requiring their services will be referred in the first instance to Human Resources. A HR Manager will then pass on details of the case to Occupational Health who will contact the individual concerned directly.

Any individual suffering from work related stress should follow the guidance set out in the Stress Policy.

If a manager suspects that an individual maybe suffering from stress, he/she should follow the guidance set out in the Stress Policy.

### 3.16 Asbestos and Legionella

See Asbestos Policy - is monitored through external risk assessment and internal monitoring as part of the planned preventive maintenance schedules. Actions are followed up in a timely manner.

Asbestos surveys have been undertaken in all academies. All academes where applicable hold asbestos registers.

See Legionella policy - Legionella is monitored through external risk assessment and internal monitoring as part of the planned preventive maintenance schedules. Actions are followed up in a timely manner.

**See the online system for site details of Asbestos and Legionella testing.**



### 3.17 External Groups / Activities.

External groups currently using academy premises vary according to the academy.

Particulars of the Health and Safety policy and other Health and Safety information (escape routes / fire exits, alarm call points etc) will be communicated to external group representatives by *Pitch Supervisor / Senior Site/Site Manager*.

All extra-curricular groups using academy premises must abide by academy Health and Safety rules.

Groups that use academy premises to hold functions will be asked to produce evidence of having carried out the necessary risk assessments implementing appropriate control measures to reduce any risks identified.

When a school chooses to exercise powers to provide or arrange the provision of extended services, to its local community, the Trust is responsible for the delivery of those services. Agreed responsibilities, liabilities and accountability must be in place.

### 3.18 Violence, Behaviour, Bullying and Harassment.

Efforts will be made to train all staff in how to handle violent and aggressive situations. If faced with a violent aggressor, avoid direct eye contact, do not raise your voice, do not take an aggressive stance, do not do or say anything to antagonise the situation.

If staff are taking pupils out of the building to a point where a telephone would not be easily accessible e.g. onto playing fields, then a mobile phone should be taken to ensure assistance could be summoned quickly in an emergency.

If staff are entering an area where there have been previous incidences of violence and/or aggressive behaviour from third parties, the possibility of providing additional staff i.e. 'doubling-up', should be considered.

The academy will address poor behaviour, bullying and harassment involving pupils by implementing the agreed behaviour policy.

**Please also see the Academy Behaviour Policy and the Policy for dealing with violence and aggression.**



### 3.19 Animals on site.

Trained animals and pets are allowed on site at the discretion of the Principal who will consider the risk benefit of any animals (including for therapy support) for pupils and staff. In all cases, a risk assessment will be completed, and safeguards put in place (e.g. washing hands, appropriate cleaning etc). A guidance can be found on the animals in schools policy.

## Section 4. Data Protection Statement.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Personal Information in risk assessments	Name, medical information, SEN info.	Ensure Compliance with the legal requirements of H&S	Principal, staff as required in the academy. Central Trust team as necessary.  Parents of Child	Information Will Be Held On Safety 2 Business / the Harmony Trust servers OR	Documentation will be held in line with the current legal requirements. It will only be securely disposed of at the end of



				One Drive facility.	the required period.
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As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
	✓	

## **Section 5. Equality Statement**

Under the Equality Act 2010 we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe it is in line with the Equality Act 2010 and it is fair, it does not prioritise or disadvantage any pupil / adult and it helps to promote and encourage equality in our Trust & academies

