





Lumen Learning Trust

Learning together for a brighter future



Health, Safety and Welfare Policy

DATE APPROVED BY LUMEN LEARNING TRUST	20 th October 2021		
REVIEW DATE [Annual]	20 th October 2022		
SIGNED EXECUTIVE PRINCIPAL		DATE	20 th October 2021
SIGNED CHAIR OF DIRECTORS		DATE	20 th October 2021

We recognise that good health, safety and welfare are integral to our organisational and business performance and we see health and safety as a key management responsibility.

We are also firmly committed to young people learning through challenge and adventure. We believe that young people should understand what risk means so that they can make informed decisions about risk in their own lives. We will provide learning opportunities where risk is reduced to an acceptable level. Zero risk is not an option as this would mean doing nothing at all, which in itself would be dangerous. Sensible risk management will allow us to do these worthwhile things; rarely will it prevent a worthwhile activity.

We recognise and accept our responsibilities as defined in the Health and Safety at Work etc Act 1974 and associated legislation to:

- provide and maintain a safe and healthy working environment, ensuring the welfare of all employees, young people and their families and any other persons who may be affected by our work activities
- act in accordance with the general health and safety policy provided by Surrey County Council Risk Management and require the same of all managers and the persons they supervise and take responsibility for.

Our aim is excellence in health and safety, by means of continuous improvement of standards and systematically removing the cause of accidents, incidents and ill health, by:

- assessing and controlling risks
- ensuring safe working methods
- providing safe and healthy workplaces
- providing effective information, instruction, training and supervision
- promoting a positive health and safety culture, through communication and consultation with employees and their representatives.

The key resource in our organisation is our workforce and to achieve a successful safety culture we need the active participation of all employees.

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Directors of Lumen Learning Trust

1. The Directors & local Governing Bodies

The Directors approve the H&S Policy of the Trust and monitors its successful implementation. The Trust Directors, through the Resources Committee which has representatives from each school further ensures, as administrators of the schools' budgets that sufficient and appropriate resources are allocated to implement the H&S Policies. The Resources Committee will specifically:

- 1.1 Include Health and safety targets in the relevant development plans as necessary. Targets may include,
 - Provision of facility for health and safety purposes.
 - Reductions in accidents/incidents.
 - Training for Directors/Governors/staff, and
 - revision of policy/procedure
- 1.2 The Business and Management Committee will stay up to date with school and Lumen H&S initiatives and inform the Trust Directors accordingly.
- 1.3 Be informed and updated of Lumen Learning Trust' H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf as well as other relevant bodies for example the DfE Risk Protection Arrangement (RPA).
- 1.4 Ensure that H&S is an agenda item on the Business Management Committee agenda. This report should include information on,
 - Relevant H&S information received from SCC or other relevant body
 - Suggestion on future H&S initiatives.
- 1.5 Facilitate any necessary review of the H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Leader for the premises, and of all on and off-site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Directors/local Governors of any H&S issue where their support or intervention, either via system or finance, is necessary & appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered,
 - Appropriate control measures are implemented, and that assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.

- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building
 - Play equipment
 - Fire appliances
 - Boiler/heating systems
 - Emergency lighting
 - Portable electrical appliances
 - Water systems
 - Swimming pool
 - First Aid/medical facility and equipment
 - Premises staff equipment
 - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools' staff, and sufficient resources are put in place to ensure appropriate training is carried out.
- Appropriate training may include:
- Headteacher H&S awareness
 - Emergency/Fire Training for the whole school community
 - First Aid
 - Risk Assessment
 - Working at heights
 - Legionella
 - Asbestos awareness
- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations. The Trust buys back the services of SCC Risk Management team.
- 2.9 A termly H&S report is provided to Governors.
- 2.10 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.11 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.12 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.13 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.14 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.15.1 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. School Business Manager) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy/Assistant Headteacher(s)

The Deputy/Assistant Headteacher(s) will take on the above responsibilities in the absence of the Headteacher.

4. Site Supervisors/Caretakers

The Site Supervisor/Caretaker is responsible to their respective school's School Business manager, and in particular will ensure:

- The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H and S Co-ordinator etc)
- That they and persons they supervise only undertake work for which they are competent. This includes work on site roofs which is prohibited unless undertaken by a specialist contractor and working with mobile towers.
- That all relevant premises training is attended at the request of the Headteacher or School Business Manager.

5. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- All accidents and incidents occurring within their areas are reported, recorded & investigated in accordance with the school's procedure.
- All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- Any equipment/appliance which has been identified as being unsafe is removed from service.
- H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- The H&S training needs of staff are identified and the Headteacher informed accordingly.
- Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- New transferred and temporary staff receive appropriate H&S induction training.
- First aid provision is adequate.
- Pupils are given relevant H&S information and instruction.

6. All employees (including agency)

- 6.1 It is recognised that there are enormous benefits for young people undertaking programmed, challenging activities. These should be appropriately managed so that risks are reduced to an acceptable level. Benefits should be clear, planned and described in the aims and objectives for the activity. Health and safety should not be used as an excuse for not running worthwhile activities.
- 6.2 All employees are required to take care of their own safety and health and that of others who may be affected by their actions.

6.3 Employees must co-operate to ensure that everyone complies with their health and safety responsibilities. In particular all employees must:

- participate in the risk assessment process and comply with the findings
- participate in any training and development relevant to their role
- follow established safe working practices
- report all accidents/incidents/near misses (that might have led to accidents) to their managers in accordance with the school's reporting procedure
- report any unsafe working practices to their line manager
- escalate any unresolved health and safety concerns to the school Senior Leadership Team
- take reasonable care for their health and safety and those who may be affected by their actions
- be responsible for the health and safety of all young people and service users in their care, including safeguarding
- provide young people and service users with relevant safety instructions prior to commencing practical sessions and effective supervision
- familiarise themselves with and act in accordance with the health and safety policy and any local procedures
- be familiar with and participate in emergency procedures including drills
- check all personal protective equipment is suitable and in good condition prior to use
- check any safety devices such as machinery guards are in good condition and used in accordance with relevant guidance
- remove from use and report any defective equipment/appliance to the relevant person.

7. The Strategic Risk Management team

The Trust buys back the support offer by the Strategic Risk Management team who:

- support the school to provide worthwhile and challenging activities
- keep up to date with changes in legislation
- assist in developing local policies and procedures
- offer advice and support to managers to fulfil their health and safety responsibilities
- chair the SCC Children, Schools and Families Joint Health and Safety Committee
- promote health and safety across schools
- audit and report on health and safety issues across schools
- intervene where a significant health and safety concern is raised or a breach is suspected or reported.

Arrangements and procedures for health, safety and welfare

This section describes the arrangements currently in place to manage health and safety within our school.

The following procedures and arrangements have been established to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

1. Access control/security

Visitors access to the school is via Reception. Visitors arriving at the car park gates are required to ring through to school reception who will check CCTV before admittance.

All visitors visiting the site are to report to Reception where they will be asked to sign in. An ID badge will be issued to them. All visitors required to have DBS clearance will be asked to evidence at this point. All queries around DBS clearance will be passed to the School Business Manager or Headteacher. Visitors will also receive a copy Keeping our Children Safe guidance – Appendix 1.

All external doors to the site are regulated via the school's access system. All staff members are issued with a photo ID which enables access to all areas of the school. Other visitors such as after school clubs may have restricted access by day/time.

Staff are expected to ensure that all external doors are kept closed at all times.

Staff are expected to challenge any person on the school site who has does not have an ID visible.

2. Accident reporting, recording & investigation

All accidents are reported to the appointed person within the school office. Minor bumps and grazes are logged onto an internal sheet. More serious accidents are recorded and managed using the on-line Health and Safety Event Reporting system - OSHENS.

3. Asbestos

The Headteacher is the responsible person for asbestos management. A copy of the Asbestos Survey and Management Plan is kept in the School Office. All contractors are requested to read and sign the survey before any works commence in the school. All asbestos concerns are reported to the School Caretaker and/or School Business Manager and Headteacher. The School Business Manager is responsible for ensuring that the survey and plan are reviewed annually. Asbestos management training must be attended as required.

In the event of an asbestos disturbance the area must be secured and no access should be allowed. WYG Environment should be contacted immediately on 0207 250 7501. They will advise on next steps.

4. Child protection

Please refer to:
LLT Child Protection Policy
Keeping our Children Safe guidance for visitors

5. Contractors

Signing-in procedures are explained and ID is checked. For short term remedial works, the contractor will be expected to check the Asbestos Survey Record and will be shown the works to be carried out by the School Caretaker. For longer term works, risk assessments, project plans and site meetings will take place as required and dependent on the works taking place. Please refer to Section 1, Access Control and Security.

Any concerns by staff about contractors and their work should be referred to the Headteacher or School Business Manager.

6. Display screen equipment (DSE)

Users are entitled to a free eyesight test when they first become a DSE user and at regular intervals thereafter. Staff should email finance.assistant@lumenlearningtrust.co.uk for details on the free eyesight test voucher scheme.

The School has ICT support with Eduthing, itsupport@eduthing.co.uk. Any defects in the workstation should be logged by email for their attention. All staff using display screens on a regular basis should complete the DSE checklist, Appendix 2. This checklist is reviewed by the School Business Manager and remedial action will be taken where required.

7. Electrical equipment (fixed and portable)

All fixed electrical work is undertaken by authorised and competent persons arranged by the School Business Manager who ensures that the statutory five yearly check of the fixed wiring is carried out by a competent person and a record of the test is kept.

Portable appliance testing is carried out and recorded as required in Appendix 3.

Users of electrical equipment should carry out a visual inspection of the equipment before use. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure the equipment is removed from use and reported to their line manager.

8. Fire and emergency procedures

A formal Fire Risk Assessment has been carried out by the School. This assessment is reviewed annually with an appropriate body.

All employees, including agency and temporary staff must be made aware of evacuation routes, location of call points and assembly areas. Drills should take place at least once each term.

9. Hazardous and flammable substances

Hazardous and flammable substances, materials, chemicals and cleaning liquids are only to be used after undertaking a risk assessment. Where hazardous substances are identified and used, adequate precautions must be taken to ensure the safety of employees and other persons.

A record of all products and their safety data sheets should be kept in a folder located with the substances for easy reference and reviewed regularly.

When using a substance, staff must ensure adequate precautions are taken, in accordance with a COSHH risk assessment. All hazardous substances are to be stored in a secure, locked store when not in use.

The use of flammable substances must be restricted and adequately controlled.

Gas bottles should be stored in an external wire cage located away from the building. Flammable substances should be stored in a metal, fire resistant cabinet, away from sources of ignition.

A risk assessment must be undertaken to ensure adequate precautions are taken, including limiting the amount stored and adequate ventilation to avoid the build-up fumes.

All staff using flammables substances must undergo suitable training.

10. First aid

Schools will undertake an assessment to determine an appropriate level of first aid provision, taking into account the needs of the school community. Based on the assessment, adequate numbers of trained first aiders, equipment and facilities will be provided. The arrangements for first aid provision will be communicated to all employees.

11. General equipment

All general equipment requiring statutory inspection and/or testing (e.g. boilers) will be inspected by competent contractors as appointed by the School Business Manager.

12. Housekeeping

Good housekeeping is essential in the working environment and all staff are responsible for keeping workplaces tidy and free from hazards. Corridors and fire exits must be kept clear at all times.

13. Legionella

The School Business Manager will ensure a Legionella risk assessment is undertaken by a competent person for all council buildings. Records of monitoring results, inspection, maintenance procedures and checks carried out will be kept.

14. Lettings/shared use of premises

All building users must follow agreed procedures.
Hirers are issued with a licence and must adhere to the terms and conditions within.

15. Lone working

A risk assessment must be undertaken where lone working has been identified. Staff must follow their respective lone working team policy.

16. Manual Handling

Any significant manual handling tasks are to be risk assessed in order that training requirements and mechanical aids can be adequately determined to ensure the task is carried out safely. Staff working with hoist equipment used to move young people must attend a formal moving and handling course specific to their work requirements.

17. Personal protective equipment (PPE)

Where a risk assessment has determined PPE is necessary, it shall be provided free of charge.

18. Off-site activities

Off-site activities take place in accordance with SCC policies and the appropriate risk assessments. Risk assessments should be approved by the line manager and then confirmed through the online school visits system Evolve.

Residential journeys, including trips abroad and higher risk adventure activities such as those involving climbing, caving and water-based activities, must also be approved by the Strategic Risk Management Outdoor Education Advisor.

19. Reporting defects

All staff are responsible for reporting defects to the school premises staff.

20. Risk assessment

Risk assessments will be carried out by those staff with appropriate knowledge and experience where necessary. All risk assessments and associated control measures are to be approved by the manager prior to implementation. Completed risk assessments will be reviewed periodically in accordance with each risk assessment's review date or where there is a change in process, staff, or following an accident/incident.

21. Smoking

The school operates a no smoking policy and a drug and alcohol workplace policy.

22. Staff wellbeing / stress

The school provides an occupational health service for its employees. This service provides advice and support in relation to local and national health initiatives and health and wellbeing programmes. The school is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stress. Further information and advice may be accessed on the staff wellbeing area of the school website.

23. Supervision

Effective supervision must be in place, according to the nature and needs of the group and the activities involved.

24. Training

Health and safety induction training will be provided and recorded for all new staff including agency staff in accordance with the school induction procedure.

Managers are responsible for ensuring all staff are provided with information, instruction and training regarding their health and safety at work. Specific job related health and safety training will be identified by managers and should be provided before carrying out new or unfamiliar tasks.

Training may include:

- health and safety awareness
- emergency/fire
- risk assessment
- lone working
- first aid
- moving and handling
- display screen equipment
- managing challenging situations
- Working from Height

and any further specific health and safety training that is necessary and appropriate.

25. Vehicles

All vehicles used for school activities must be suitable for purpose, roadworthy, taxed, insured and driven by appropriately qualified staff in accordance with relevant licensing conditions. The School Business Manager/LLT Head of Operations will be responsible for undertaking an annual check of the driving licence and insurance of a car user. For more information please refer to the LLT Minibus Policy.

Line managers and employees need to plan work activities involving travel to minimise risks. Passengers likely to cause distraction must be adequately escorted by someone other than the driver.

Minibuses will be operated in accordance with the requirements of the Driver and Vehicle Standards Agency (DVSA). All drivers will need an appropriate licence and to pass a nationally accredited minibus driving test.

School policy prohibits the use of mobile communications whilst driving.

26. Violent incidents

Incidents of violence must be reported to a member of SLT and recorded using the SCC on-line reporting system OSHENS. Incidents should also be reported on the school's CPOMS system. This is to ensure that accurate details of the incident are recorded in addition to awareness of potential issues. It enables incidents to be investigated, so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future.

Activities that may result in violence must be assessed and measures taken, to reduce the likelihood of a violent act occurring.

27. Visitors

All visitors should report to a reception point and sign in. A visitor pass must be worn at all times. Visitors must be informed of the action to take in the event of a fire or other emergency as detailed in Keeping our Children Safe guidance – Appendix 1

28. Working at Height

Appropriate working practices must be in place, which takes into account The Work at Height Regulations 2005.

29. Work experience

Work experience placements must be assessed prior to the placement taking place, in accordance with the revised Health and Safety Executive Young People at Work guidance.

30. Workplace Inspections

Routine inspections will be undertaken by the School Business Manager and premises staff responsible for the building. A checklist may be used as a guide and a record of the inspection kept. The frequency will be based upon the risks in the workplace. Ad hoc inspections may be undertaken by a member of the Strategic Risk Management team.

31. Infection Control including Coronavirus

The Schools management will undertake a specific risk assessment in accordance with combined PHE/DfE guidance and bring and bring the significant findings of the assessment to the attention of all the staff.

The Headteacher and Senior Leadership Team will monitor as necessary to ensure that any and all suitable and sufficient control measures as prescribed by PHE/Dfe and outlined within the school's risk assessment remain in place and are properly adhered to within the school environment.

All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice as explained by the school's own specific risk assessment and any advice and guidance issued by and within the school for the purposes of infection control.

All staff within the school have a responsibility to monitor and ensure pupils under their supervision adhere to the rules and procedures put in place to protect the whole school community from the spread of infection.

This policy will be reviewed in accordance with legislative or organisational changes.