









## 1. Statement of Intent

Our Health and Safety Policy is outlined below. It is approved by the Fairfax Multi-Academy Trust ("the Trust") Board of Directors, who accept full responsibility and require all employees to help in complying with our legal and moral duties. The Chief Executive Officer accepts the delegated overall responsibility for all operational matters within the organisation.

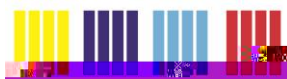
It is the policy of Fairfax Multi Academy Trust to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its students, employees and visitors who may be affected by its activities. In meeting this commitment, we will, so far as is reasonably practicable:

- Provide adequate control of the Health and Safety risks arising from our activities.
- Consult with our employees on matters affecting their health and safety.
- Maintain safe facilities, grounds, plant, equipment and working environments.
- Provide training, information, instruction and supervision for our employees and ensure employees are competent to carry out their roles and responsibilities.
- Engage a strong health and safety culture to prevent accidents and cases of work-related ill health.
- Review and revise this policy annually

Signed:

Simon Jones  
Chief Executive Officer

Andy Best  
Chair of Board of Directors





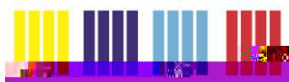


- Medical history which could be aggravated by the planned work or environment.
- Any reason to believe they may be a hazard to themselves or other specialist considerations.

- 4.2 Employees with an existing medical condition will not be disqualified from employment unless the condition reduces their ability to do the required work to an acceptable level, which will be defined by a Risk Assessment. Changes in health should be reported to HR (Human Resources) for appropriate action.
- 4.3 Records will be held on the personnel file during employment and for at least a further 6 years after termination of the contract or 12 years if executed as a deed in line with our Data Retention Policy.
- 4.4 Concerns will be carefully considered to avoid discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## 5. Equal Opportunities

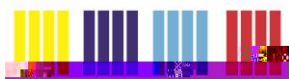
- 5.1 The Trust must ensure that reasonable adjustments are made to the premises and facilities to enable disabled employees, students, contractors, volunteers, and visitors to use the Academy's facilities and curriculum as far as is reasonably practicable.
- 5.2 The Academy disability accessibility plan must be kept under review and implemented as





## 8. Stress

- 8.1 Although stress can be a significant concern, we can only provide help and support when aware of any employee suffering from stress problems.
- 8.2 Any employee reporting a concern will be treated with respect, and care will be taken to investigate the issues, approach the relevant person sympathetically and develop a practical and realistic solution for immediate and longer-term needs by the HSE guidelines for managing stress.
- 8.3 The Trust recognise that stress may be a key area of concern for employees. For the duration of this policy, through Perkbox, the Trust have a contract in place for all employees to access an employee assistance programme (EAP). The EAP is a confidential service that enables the employee to discuss personal or workplace issues that might be impacti0 0 18 Tml-2(i)4







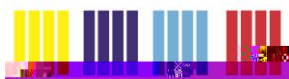






## 16. First Aid

- 16.1 First aid can only be given by a trained first aider or a medically qualified person.
- 16.2 Names of trained and appointed first aiders are displayed on the staff notice board and in the First Aid room at each Academy. There are no rules on exact numbers. Academy must consider the likely risks to students





trained and authorised may use these substances, following the safe systems of work and controls specified.

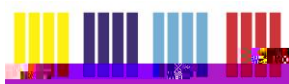
- 19.2 Storage use and disposal of hazardous substances must be strictly controlled by each authorised person.
- 19.3 If you are not trained and authorised, do not use any substance known to be, or marked as, hazardous.
- 19.4 All substances that fall under Control of Substances Hazardous to Health (COSHH) Regulations are identified and are subject to COSHH Assessment before being used. All actions identified in COSHH Assessments are implemented.
- 19.5 Datasheets and COSHH Assessments must always be kept available for reference, with an up-to-date library set held by the Academy and annually reviewed by the Trust Health & Safety Manager. If anyone is exposed to a hazardous substance, a copy of the data sheet will be taken to the hospital/doctor with the injured person.

## 20. Work Equipment

- 20.1 Work equipment provided by the Trust must be suitable and safe, meeting the required health and safety standards before it is used. All work equipment provided requiring maintenance is identified and it is ensured that effective maintenance procedures are in place.
- 20.2 Employees must not bring in their equipment unless they have the agreement of the Principal and Trust Health & Safety Manager, and the appropriate safety checks are in place.
- 20.3 Any problems found with work equipment should be reported to the Academy Site Team immediately. Defective equipment will be removed from service immediately and not used until it has been repaired/replaced.
- 20.4 Work equipment is inspected regularly. Inspection and cleaning are carried out only by authorised, trained, and competent employees following specified procedures.
- 20.5 The electrical supply to the item must be turned off during inspection/ cleaning.
- 20.6 Records of inspections and repairs are held by the Academy Site Lead. Risk assessments are recorded as appropriate. Where there is a legal requirement for independent inspection by an approved body, this is arranged.

## 21. Management of Contractors

- 21.1 The system for approval and control of contractors will be followed in all cases to ensure the safety of students, employees, visitors, contractors, and the public.
- 21.2 All contractors must satisfy the Trust contractor vetting process and evidence that they are:
  - Competent to do the planned work safely.
  - Routinely managing Health and Safety matters competently as part of their activities.
  - Providing adequate







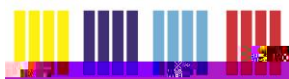




- 32.1 Gas, oil, or biomass-fired boilers are provided in the Trust premises for both heating and hot water. These are subject to regular maintenance by competent, approved contractors and should not be interfered with by employees.
- 32.2 Isolation valves are provided that can be turned off in the event of an emergency (if safe to do so).

### 33. Working at Height

- 33.1 All employees must complete the Handsam Working at Height E-Training course before working at height and adhere to the training.
- 33.2 Working at height presents a hazard both to persons undertaking the work, particularly falling from height, and to others in the vicinity, particularly from falling objects.
- 33.3



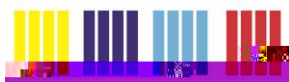




- 36.2 We arrange for employees who are working alone to be adequately trained and equipped to work safely. Each person must be suitably trained and aware of the risks before working alone and be able to summon help quickly in any emergency.
- 36.3 Each person will manage their risk responsibility and ask for help or guidance as appropriate.
- 36.4 Employee working late must inform the Academy Site Team so that they are aware of who is on-site and their location.

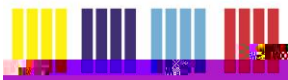
## 37. Control of Asbestos

- 37.1 The Trust takes the management of asbestos seriously and complies with the Control of Asbestos Regulations 2012 to protect our employees from asbestos exposure as far as is reasonably practicable.
- 37.2 Asbestos surveys are carried out at all Trust premises by the Control of Asbestos Regulations 2012 to identify any asbestos in the building construction. Where asbestos is identified, this is recorded on an Asbestos Register and is managed by an Asbestos Management Plan to ensure that employees and others using the premises are not exposed.
- 37.3 The Asbestos Register must be made available to all contractors and site employees who will carry out work at the premises.
- 37.4 Any refurbishment work in a school building built before 2000 affecting the fabric of the building must be subject to a Refurbishment and Demolition survey before any work can take place.
- 37.5 Specialist contractors will be engaged if there is a need to carry out work in any area involving asbestos and appropriate control measures/ exclusion zones will be put in place.
- 37.6 If anyone suspects they have discovered or disturbed asbestos, they should:
- Not disturb it further.
  - Ensure that access to the affected area is prevented.
  - Report it immediately to the Trust HETpohe any&m JETQ0.000008871 0 595.32 841.92 reW\*nBT





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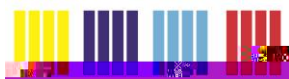


## Appendix 1 – Trust & Academy Health and Safety Roles and Responsibilities

This document sets out the Central and Academy staffing structures and roles that have specific roles and responsibilities for compliance with the Fairfax Multi Academy Trust Health and Safety Policy.

This form is always to be retained in the Reception of all Trust academies.

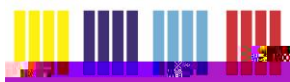
Trust Health and Safety Roles and Responsibilities		
Role/Responsibility	Job Title	Name
Accountability for Health & Safety Policy	Board of Directors	Paul Majester
Responsibility for Health and Safety Policy	Trust Health & Safety Manager	Brian Fox
Health & Safety Committee (Chair)	Chief Operating Officer	John Fitzgerald
Health and Safety guidance and advice	Trust Health & Safety Manager	Brian Fox
Responsibility for Academy Health & Safety	Trust Health & Safety Manager	Brian Fox
Fire Safety Responsible Person	Trust Health & Safety Manager	Brian Fox
Legionella Responsible Person	Trust Health & Safety Manager	Brian Fox
Asbestos Responsible Person	Trust Health & Safety Manager	Brian Fox
Transport (Minibus)	Trust Health & Safety Manager	Brian Fox
Employees	Human Resources Director	Claire Clarke
Health and Safety Training	Professional Learning and Wellbeing Lead	Debbie Bunn
BCP and Emergency Plan	Chief Operations manager	John Fitzgerald
Accessibility	Trust Health & Safety Manager	Brian Fox
Risk Assessments	Trust Health & Safety Manager	Brian Fox
Incident Investigation	Trust Health & Safety Manager	Brian Fox







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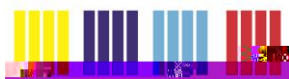




- Ensure that all building plant and equipment, including vehicles, is adequately maintained
- Ensure that any contractors engaged to carry out work on the premises are vetted and approved by the Trust policies
- Ensure that contractors, visitors, and those hiring or using the premises are familiarised with site rules and procedures regarding accidents and emergencies
- Manage effective planned maintenance programs for buildings, grounds, plants, and equipment.

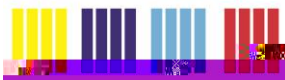
#### Principal

- Responsible for the implementation of the Health and Safety Policy at their Academy.
- The health, safety and welfare of employees, students, contractors, visitors and any other person using the premises.
- Ensuring safe working conditions for employees, students, contractors, volunteers and visitors.
- Ensuring safe working practices and procedures throughout the academy, including those relating to the provision and use of machinery and other apparatus.
- Ensuring that employees are consulted appropriately on issues that affect them.
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Academy.
- Ensure that employees adhere to the Trust accident and incident reporting procedures.





- Ensure that a departmental meeting is convened at least once every term and that it is used to communicate and receive health & safety information and concerns.
- Ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are implemented and updated at the start of each term





- Recording results of the monitoring and review of procedures.
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