



LETTA SCITT and Apprenticeships

Health and Safety policy

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1. Policy statement

LETTA understand that providing a healthy and safe environment for staff, learners and visitors is the responsibility of all and we are committed to constantly reviewing and improving our management systems to ensure we meet our statutory duties and the health and safety needs of all our stakeholders are met.

We are responsible for ensuring the health and safety of all staff, learners, visitors and any other stakeholders that engage with our organisation and for minimising risks and removing any hazards wherever possible.

LETTA have put in place methods to identify hazards and provide assessment of risks to prevent the injury, ill-health or damage to property of everyone, including the public wherever they engage with LETTA. This policy is produced in pursuance of the organisation's obligations under, section 2(3) of the Health and Safety at Work Act.

Our duty of care extends to:

- Provide a working environment where the risks to staff have been adequately assessed and appropriate control measures put in place.
- Raise awareness of health and safety throughout our organisation, including with learners and staff by incorporating health and safety issues into our learner experience.
- Provide a safe place for our staff to carry out their work, including entry and exit to any premises in which we operate.
- To maintain all equipment and devices in safe working order including meeting our statutory duties in this area.
- To provide appropriate arrangements for the safe handling and transportation of articles and substances potentially hazardous to health.
- To provide adequate training and supervision to all staff to enable them to perform their work in a safe manner.
- To provide any necessary personal protective equipment as may be required for staff to carry out their tasks including training on their use.
- Maintain a log of all incidents and report these to the LETTA Steering Board and/or Trustees which will review any changes to our practices necessary to prevent repeat occurrences.
- Actively promote the 'safe learner' concept by ensuring that through the quality of their learning experience, learners gain an understanding of the importance of health and safety, how hazards are identified, risks are assessed and the principles of control measures.

2. Responsibilities for health and safety

LETTA's SCITT and apprenticeship provision is attached to Bygrove Primary School, a member of The LETTA Trust. Our staff are based on these premises. Our training studio is based at Stebon Primary School, also a member of The LETTA Trust. Health and safety responsibilities for these premises rest with the LETTA Trust.

The Trust Board & Chief Executive Officer

The Trust Board has ultimate responsibility for health and safety matters in each school, but will delegate day-to-day responsibility to the headteacher or head of school. Headteachers & heads of school are directly responsible to the CEO & to the Local Governing Board (LGB). The CEO (Jo Franklin) reports to the Trust Board.

The Trust Board has a duty to take reasonable steps to ensure that staff and learners are not exposed to risks to their health and safety.

The academy trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

Each LGB has one governor who is responsible for overseeing health & safety matters.

Headteacher

The headteachers are responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Ensuring accidents and incidents are reported on time, in the correct format, and local investigations are completed promptly

- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the most senior member of staff onsite assumes the above day-to-day health and safety responsibilities.

Health and Safety Lead

The nominated health and safety lead for both schools is Razna Begum (Chief Financial Officer).

The lead is responsible for:

- Assisting with annual inspections and safety audits;
- Investigating and advising on hazards and precautions;
- Having a general oversight of health and safety matters;
- Making recommendations to the Headteacher for matters requiring immediate attention, e.g. changes to legislation or outcomes from premises safety inspections;
- Making recommendations to the Headteacher on matters of safety policy in compliance with new and modified legislation;
- Liaising with outside bodies concerned with safety and health e.g. Occupational Health consultants;
- Ensuring that reports on health and safety matters with respect to the school premises are prepared;
- Ensuring all accidents are reported and records kept

Senior Premises Manager

The senior premises manager, Gika Conceicao, is responsible for ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas.
- Ensuring that appropriate signs and notices have been displayed.
- Ensuring that hazards are removed.
- Ensuring that fire exits are accessible and that fire-fighting equipment is correctly positioned and serviced.
- Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem.
- Premises team members to undertake the annual testing of electrical equipment in trust schools after appropriate training.

Staff – SCITT and Apprenticeship delivery

Staff have a duty to take care of learners and will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions

- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented
- Report all accidents and incidents in line with the reporting procedure. Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3. Arrangements for health and safety

Risk assessment

LETTA will undertake all risk assessments as required under The Management of Health and Safety at Work regulations and make suitable and sufficient assessment of the risks to health and safety of their employees, to which they are exposed while they are at work, and the risks to health and safety of persons of, or in connection with, the conduct by them of their undertaking for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by, or under the relevant statutory provisions and regulations. LETTA uses a standard approach to undertake risk assessments for both training delivery on its own premises and use the same standard approach to assess all delivery premises and places of work for all apprentices and other learners undertaking work placements.

- All employers will have this assessment reviewed annually where learners remain on programme.
- LETTA will ensure that organisations employing learners have the appropriate insurance cover in place.
- Delivery staff will carry out regular reviews of the workplace to ensure that high standards of health, safety and well-being are maintained whilst the learner is on programme.
- Workplace risk assessments will also be carried out at company premises with appropriate measures taken to minimise any hazards where possible.
- Risk assessments will be updated annually and take into account any changes to working practices or statutory guidance.
- We will carry out investigations of any accidents and near misses that occur either at LETTA premises or on employer sites and take necessary action to prevent repeat occurrences and minimise future risk.

Accidents and work related illness

The schools will record staff accidents and incidents including physical assault, dangerous occurrences and near misses on the LBTH accident and incident (AIR) form. Accident reports will be monitored for trends and a report made to the Governors as necessary. The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Accidents and work-related illness of learners are required to be reported by their employers as per the instructions in the LETTA commitment statement and employer apprenticeship contract. Where necessary these will be escalated to the relevant authority.

Training

Staff undergo mandatory training in awareness of health and safety to ensure they are able to meet their statutory duties. This will form part of their induction and be repeated every two years. We will ensure that all staff carrying out risk assessments both at our own premises and on employer sites have appropriate training, typically IOSH or equivalent.

We will ensure all new apprentices are given awareness training on health and safety issues relevant to their place of work. Health and safety procedures are explained to apprentices at induction, feature in the learner handbook and the commitment statement.

Awareness raising

Employers' requirements regarding health and safety are included in both LETTA's employer contract and commitment statement. LETTA's offices and training venues will feature health and safety information, including emergency procedures which will be prominently displayed. Health and safety legislation will be included in all learners' programmes, either as part of their course or as enrichment activities. LETTA's Health and Safety Policy will be available on our website and on the virtual learning environment.

Monitoring, reporting and escalation

LETTA will ensure all accidents are reported, logged and investigated as appropriate. This includes any accidents occurring at employer sites as well as at our own premises. Employers are provided with contact details to report any accidents or sickness absences effecting apprentices whilst on programme. These are logged and monitored. Accident logs are reported to the Trustees. Risks identified through risk assessments or other routes considered to be key risks will be escalated to the LETTA Steering Board for consideration. Where necessary, external expert support may be brought in at the request of the chair of the Board to support the Board in discharging its responsibilities.

Emergency procedures

Staff will abide by host employers' emergency procedures when delivering training or assessment on their sites. Fire evacuation of LETTA's office (Bygrove Primary School) and training studio (Stebon Primary School) is managed under the LETTA Trust's evacuation policy. The fire system is tested at 4pm every Friday afternoon. Staff are notified of any changes by the building Fire Warden.