



POLICY	HEALTH AND SAFETY POLICY
STATUS/DATE OF THIS VERSION	23/03/22
APPROVED BY	Board of Trustees
RATIFIED BY	10 MARCH 2022
REVIEW	23/03/23

This policy applies to all the schools in Unity Education Trust (as listed below). Procedures for implementation vary between schools and any queries about this policy should be directed to the school concerned – normally to the Headteacher/Head of School:

- Beeston Primary
- Churchill Park Academy
- Garvestone Primary
- Great Dunham Primary
- Greyfriars Academy
- Grove House Infant
- Highgate Infant
- Kings Oak Academy
- Kings Park Infant
- Magdalen Academy
- Northgate High School and Dereham Sixth Form College/Dereham Education & Soccer Academy
- St Germans Academy
- The Pinetree School
- The Short Stay School for Norfolk
- Wimbotsham & Stow Academy



Health & Safety Policy

Unity Education Trust

Part 1: Governing Body/Board of Trustees Statement of Intent

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a school. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors.
- Ensuring that health and safety management is an integral part of decision making and organisational processes.
- Adopting a sensible and proportionate approach to managing risks, with well-informed decision-making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks.
- Providing a safe and healthy working environment for our staff, pupils and others working in the school.
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives.
- Complying with statutory requirements and where possible best practice.
- Investigating and learning the lessons from accidents and work-related ill health incidents.
- Providing effective information, instruction and training to enable our staff to be competent in their roles.
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives.
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards.

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control.



However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Name/Signature of Chair of Board:

Date:

Name/Signature of CEO:

Date:

Review date:

Health & Safety Policy



Part 2: Responsibilities and organisation

Introduction

To comply with the Trust's Statement of Intent the following responsibilities have been assigned:

The Board of Trustees

Responsible for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within the trust. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety for staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- A lead board member for health and safety is nominated.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are allocated to operate safe systems of work.
- Health and safety performance is monitored and targets for improvement are set.
- The Trust's health and safety policy is reviewed annually.
- Our management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act.

Academy Review Committees (ARC)

Members of the ARC are responsible for ensuring that any health and safety issues of which they become aware are reported to the Headteacher/Board of Trustees.

Governors with specific H&S responsibility have a role in supporting the Trust Board by ensuring the appropriate Unity Education Trust Policy is monitored at their school.

There will be a nominated Governor for Health and Safety in each UET school with a role descriptor available from the school clerk.



The role of Health and Safety governor will be undertaken by:

- familiarisation with the UET Health and Safety Policy.
- paying particular attention to the information and data regarding H&S contained in the Headteacher/Head of School's report to the ARC
- arranging an annual visit to the School to discuss with appropriate Senior Leaders the implementation and outcomes of the policy
- completing the H&S Premises Checklist (available from school clerk) for consideration by the ARC and providing this to Premises Lead on an annual basis and prior to the summer term
- contributing to the next scheduled review of relevant policies and procedures by commenting on their implementation and outcomes and any suggested changes.

The Chief Executive Officer

The CEO has the following responsibilities:

- To monitor the implementation of the health and safety policy to ensure that all parties carry out their responsibilities.
- To arrange for periodic health and safety compliance audits to be carried out and that action plans arising from the audit are owned by the establishment.
- To report on the progress of establishments delivering against their action plans to the Board of Trustees.

Principals & Headteachers and Compliance Lead

Principals & Headteachers and Compliance Lead have the following responsibilities:

- Responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:
- Be fully committed to the Governing Body / Board of Trustee's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership.
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities.
- Monitor and review health and safety performance through:



- o Undertaking health and safety inspections of work areas/practices in line with relevant policy.
 - o Setting health and safety targets and objectives through appraisals and other supervisory reviews.
 - o Reviewing incidents and accidents.
 - o Monitoring commissioned and contracted work under their control for compliance.
 - o Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act.
- Develop safe systems of work and procedures and ensure that they are implemented.
 - Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
 - Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees.
 - Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
 - Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay.
 - Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them.
 - Ensure information that may assist safety representatives in their role is provided to them.
 - When commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and Council policy.
 - Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team.
 - Report to the Governing Body at least annually on the school's health and safety performance.



The Lead Board member for Health and Safety, Glyn Hambling , has the following responsibilities:

- To be fully and visibly committed to the Trust Board's Statement of Intent for health and safety.
- To scrutinise and review health and safety performance.
- To provide support and challenge to the CEO in fulfilling their health and safety responsibilities.
- To ensure in particular that risk assessments of the curriculum, premises and working practices are carried out and documented.

Premises Lead, site managers and caretakers

The Estates Lead, site managers and caretakers have the following responsibilities:

- To coordinate the annual risk assessment process for the establishment and maintain a register of health and safety risk assessments.
- To coordinate performance monitoring processes.
- To make provision for all statutory inspections and maintenance.
- To manage the keeping of records of all health and safety activities including maintenance of the building fabric and services.
- To advise the CEO, Head of School or senior manager on site of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the establishment generally.

Teaching, support and central services staff holding positions of special responsibility

This includes deputy/assistant principals, curriculum coordinators, heads of department, curriculum leaders and technicians. They have the following responsibilities:

- Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Principal or senior manager on site for the application of the health and safety procedures and arrangements.
- Carry out and document health and safety risk assessments for the activities they organise.
- Ensure that all staff they manage are familiar with the health and safety policy and safe systems of work in their area.



- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher/Head of School or line manager on site any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that furniture and activities are safe.
- Ensure any equipment used in their department is safe and is regularly maintained and appropriate records kept.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Participate in investigations into accidents that occur within their area of responsibility.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the health and safety measures documented for their teaching areas.
- Give clear oral and written instructions and warnings to students when necessary.
- Participate in the risk assessment process and follow safe working practices to include ensuring personal protective equipment is worn when prescribed in the risk assessment.
- Make recommendations to their Headteacher/Head of School or head of department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Report all accidents, defects and dangerous occurrences to their head of department.

Health and safety representatives

- Health and safety issues and concerns are raised to the Joint Consultative Committee (JCC).

Staff



All staff have legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Staff must:

- Comply with the school's health and safety policy and procedures at all times.
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Wear, use, store, maintain and replace personal protective equipment as appropriate.
- Not intentionally misuse anything provided in the interests of health, safety and welfare.
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate.
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises.
- Attend all training relevant to their role.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Behave safely travelling, to and from and whilst at, any off-site provision, work experience and school.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Comply with reasonable requests from staff in order that the needs and expectations of all students can be met.



Health & Safety Policy

Part 2: Procedures and arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent.

Lead Board Member for Health and Safety

The board member with responsibility for health and safety is: Glyn Hambling

1. Risk assessment

Risk assessments will be undertaken to control risks in the workplace.

Risk assessments will be carried out for all areas where activities take place and for all activities where a risk of harm can be foreseen or where legislation imposes a requirement for risk assessment.

General risk assessments will be carried out using the "5 Steps" approach recommended by the Health and Safety Executive.

The five steps are: Identify the hazards, decide who might be harmed, evaluate the risks, record significant findings, and regularly review the assessment.

2. Fire safety

Fire risk assessments will be carried out for all premises occupied by the Trust and organised by the Compliance Lead.

The fire risk assessment will identify the fire hazards and the people at risk.

Steps will be taken to remove or reduce the risks and emergency action plans will be developed.

Staff are asked to complete Fire Awareness training annually.



3. Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department/Heads of Faculty using health and safety curriculum Codes of Practice. These are held at the individual schools and by the Compliance Lead.

4. Caretaking Code of Practice

Assessment of the risks to Caretakers will be assessed using caretaker Codes of Practice.

5. Manual handling

Manual handling tasks will be avoided. Where they cannot be avoided staff will be trained and will use the equipment provided to help them lift and carry.

Where tasks are essential and cannot be done using lifting equipment or wheeled trollies/cages, a suitable and sufficient risk assessment will be conducted.

6. Computers and workstations

Display screen equipment comprises PCs, laptops, netbooks and tablets. Risk assessments will be carried out by staff that are “users” of display screen equipment as defined by the Regulations. DSE training is available on Smartlog.

The Trust will provide eyesight tests on request and a contribution towards the cost of a spectacles if needed for such work.

7. Hazardous substances

The Trust will take steps to prevent staff and others from coming to harm from exposure to hazardous substances.

To do this, activities will be identified that involve hazardous substances to establish what the health hazards are and steps taken to reduce harm occurring.

Wherever possible using hazardous substances will be avoided.

If the activity cannot be avoided a safer substance will be used or the substance used in a safer form.

The risk assessment process will be used to decide how to prevent harm to health by:

- Providing control measures and making sure they are used.
- Keeping all control measures in good working order.
- Providing information, instruction and training for employees and others.



- Providing monitoring and health surveillance in appropriate cases.
- Providing personal protective equipment.
- Planning for emergencies.

Where local exhaust ventilation has been installed it will be maintained and subject to statutory inspection.

8. Slips, trips and falls

Precautions, such as a regime of cleaning, are in place to prevent slips and trips on wet or contaminated floors. Precautions will be taken to ensure surfaces are kept safe during periods of ice or snow.

Premises will be suitably maintained and well-lit to prevent slips and trips on loose floor coverings, trailing leads or other obstructions on the floor.

9. Work at height

Work at height will be avoided and where it cannot be avoided the risks will be assessed, precautions taken and work will be properly planned and supervised

Roof work - Safe access will be provided and access will be restricted to competent staff to prevent falls from edges and openings.

Fragile surfaces – will be identified and avoided and where they cannot be avoided, access will be strictly controlled.

Ladders – where there is a requirement to use ladders staff will be trained and supervised and equipment inspected and maintained.

10. Movement of vehicles

To prevent vehicles coming into contact with people, damage to property or vehicles:

- Traffic routes will be clearly signed and properly maintained.
- People will be segregated by a physical barrier from vehicles where it is reasonably practicable to do so.
- Crossing points for people will be clearly marked out.
- Procedures for contractors, suppliers and other visitors will be documented and provided to them.

11. Driving for work



Evidence is required from drivers of competence to drive minibuses and that they hold the requisite license entitlements.

School vehicles will be checked on each occasion before use and service and maintained in accordance with manufacturer's instructions.

12. Electricity

All contractors and subcontractors working on Trust premises must be members of an approved electrical body National Inspection Council for Electrical Installation Contracting (NICEIC) or similar.

All wiring will be tested and inspected by a NICEIC or National Association of Professional Inspectors and Testers¹ (NAPIT) firm at intervals not exceeding 5 years, or such other periods as recommended for the environment in which the installation is located.

Portable appliance testing (PAT test) - The frequency of inspection and testing will depend upon the type of equipment and the environment it is used in. The Trust will follow the guidance on suggested frequencies of inspection and testing produced by the Health and Safety Executive in its publication *Maintaining Portable Electric Equipment*.

Staff are expected to identify faulty or damaged equipment that will be taken out of use until it is repaired.

13. Plant and machinery

Plant and equipment will be properly selected and installed.

It will be regularly inspected to ensure all safety features are in place and operational and maintained to protect the health and safety of users and others who may be affected by the way it is used.

The risks to users will be assessed and manufacturer's recommendations for use and maintenance will be followed.

All users must demonstrate that they are trained and competent before they use equipment.

New work equipment must comply with the relevant UK requirements for safe design and construction.

14. Lifting equipment

The Trust will ensure that all lifting equipment used is fit for purpose, appropriate for the task, suitably marked and subject to statutory periodic thorough examination. Records will be kept of all thorough examinations.



15. Workplace

The Trust will ensure that it complies fully with the Workplace (Health, Safety and Welfare) Regulations 1992, in particular in relation to:

- Cleanliness and waste disposal
- General condition of premises and maintenance
- Glazing
- Heating, ventilation and temperature
- Lighting
- Space
- Traffic routes

16. Confined spaces

Entry into confined spaces will be avoided wherever possible. If entry into a confined space is unavoidable a safe system of work will be followed and adequate emergency arrangements put in place before the work starts.

A risk assessment will be carried out for any work in confined spaces taking into consideration the task, the working environment, working materials and tools, the suitability of those carrying out the task and arrangements for emergency rescue.

17. Violence to staff

The Trust will consider the risks to employees of violence, decide how significant these risks are and what to do to prevent or control the risks.

The Trust has clear policies in relation to harassment and violence, detailing its own responsibilities, as well as those of the staff, to raise awareness of related issues among staff and set standards for behaviour.

18. Child behaviour

The Trust will ensure that all its schools operate within the relevant statutory framework as regards the handling of students who present extreme behaviour which may impact on the wider school community.

19. Gas safety



The Trust will ensure that all gas appliances are maintained and inspected at least annually by a Gas Safe registered engineer.

The Trust will comply with The Institute of Gas Engineers and Managers (IGEM) document *UP11 Edition 2, Gas installations for educational establishments*.

20. Pressure systems

The Trust will ensure that:

- Safe and suitable equipment is installed and that modifications/repairs to any pressure systems are carried out by competent persons.
- Suitable protective devices are fitted to pressure systems and ensure they function properly.
- Pressure systems are properly maintained.
- Where necessary appropriate training is given to anyone operating such equipment.
- Such equipment is examined including production of a written scheme of examination to be used to carry out the statutory examination.
- Choose a competent person to carry out the examination.

21. Burns and scalds

Schools will assess the risks to vulnerable persons from burns and scalds and, where there is a risk, put precautions in place, such as insulation or thermostatic mixing valves.

22. Explosive atmospheres

Schools will develop local rules to control the risks to staff, students, visitors and others who may be affected by the work activities of the school from dangerous substances which may cause fire and/or explosion and to ensure compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

The key requirements of the regulations are that:

- Risks from dangerous substances are assessed and eliminated or reduced.
- Places where explosive atmospheres may occur are classified into zones which are clearly marked out where required.
- Equipment and procedures are provided to deal with accidents and emergencies.

23. Legionella

Schools will ensure that:

- They have a risk assessment for water services and pools.



- Any control measures or remedial action identified by the risk assessment have been implemented.
- Planned maintenance of water services and pools is being carried out according to agreed schedules.
- Water quality and temperatures are being monitored and remedial action taken when necessary.

24. Noise

Areas where noise is at a level where it may cause harm will be identified and subject to a noise assessment.

Actions will be taken to reduce levels to as low as is reasonably practicable.

Suitable arrangements will be put in place for the selection, provision and maintenance of personal protective equipment.

All persons exposed to noise will be provided with supervision, information, instruction, training and health surveillance.

25. Vibration

Schools will assess the risk to staff and students from hand-arm vibration and identify measures to eliminate or reduce risks.

It will ensure that any control measures to reduce vibration are properly applied and provide information, training and health surveillance.

26. Ionising radiation and radioactive substances

Regulations that govern the acquisition, use and disposal of the radioactive substances used in school science relate to:

- Using ionising radiations safely
- Environmental protection
- Transporting radioactive substances safely and securely

CLEAPSS is an advisory service providing support in science and technology for schools.

CLEAPSS guidance document *L93 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges – January 2013* provides a reference for schools.



Trust schools are expected to buy into the CLEAPPS service and the audit service provided by Norfolk County Council for managing radioactive substances or demonstrate compliance with the Regulations in another way.

27. Non-ionising radiation

The regulations controlling the use of non-ionising radiation are the Control of Artificial Optical Radiation at Work Regulations 2010.

They require schools to protect the eyes and skin of staff and students from exposure to hazardous sources of artificial optical radiation (AOR). AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams.

Schools will assess the risks to users and others of equipment emitting AOR to ensure adequate controls are in place.

28. Asbestos

Schools and other buildings occupied by the Trust will comply with their duties to control asbestos by:

- Establishing if asbestos is present by employing a specialist contractor.
- Making a record of the location, type and condition of the asbestos.
- Assessing the risk of anyone being exposed to the asbestos.
- Having a plan on how to manage these risks.
- Putting the plan into action, monitoring it and keeping it up to date.
- Providing information to anyone who might work on or disturb the asbestos.
- Only having asbestos removed by a licenced contractor.

29. Food hygiene

- Schools will ensure that food products are procured from reputable suppliers and are stored correctly.
- Staff or contractors preparing food will be trained in food hygiene and steps will be taken to control any pests on site.
- The Food Standards Agency has developed a food safety management pack, *Safer Food, Better Business*, to help organisations preparing and cooking food to comply with hygiene regulations.
- Schools and their contractors are expected to use the *Safer Food, Better Business* pack or to implement another management system acceptable to the Trust.



30. School trips

- Teachers and others organising school trips will consider and document the risks associated with any visits and ensure suitable arrangements exist to deal with medical and other emergencies when activities take place off site.
- Trip organisers will ensure that suitable and sufficient insurance arrangements are in place.
- Particular care will be taken when trips involve overnight accommodation or travel overseas and if necessary, guidance should be sought from the Foreign & Commonwealth Office on the advisability of travel abroad.
- Where the trip involves organised activities that present a higher risk to students, copies of the organiser's risk assessments, safe systems of work and public liability insurance will be obtained.

31. Working Time

- The Trust will comply fully with current UK Regulations.

32. Stress

To avoid the harmful effects of work-related stress the Trust will:

- Regularly review workload, work patterns, and the work environment
- Allow staff to have a say in the way work is done
- Provide encouragement, sponsorship and resources
- Resolve conflict and address unacceptable behaviour
- Provide clarity about staff roles
- Manage change effectively

33. Lone workers

The Trust will ensure that the risks to people working on their own are assessed and will ensure there are procedures in place to monitor lone workers.

Emergency arrangements in establishments will take into account the additional risks to people working alone. Refer to lone worker policy.

34. Contractors

The Trust will restrict the employment of contractors and other service providers to those where there has been sufficient vetting of the contractor's competence and safety management.



Schools will provide contractors with advice, assistance and information including site induction to enable them to undertake their work safely and ensure that work on site is properly managed and supervised.

35. Special groups

The Management of Health and Safety at Work Regulations 1999 identifies three groups of individuals for whom special arrangements are required. These are new and expectant mothers, young people (people under 18 years of age) and people with a disability.

An individual risk assessment will be carried out and documented for anyone in these groups working at the Trusts premises and measures implemented to protect them from harm.

Arrangements for evacuation from Trust premises will take into account the needs of special groups.

36. Communication and consultation

The Trust recognises the importance of good health and safety communication in implementing its health and safety policy.

The Trust will ensure effective communication with staff and others and the methods used will include briefing notes, health and safety committees, team meetings, email, notice boards, leaflets and individual memos or letters.

37. Training

To develop a positive health and safety culture and to meet its legal duty to protect the health and safety of staff and others the Trust will implement a training programme and has identified the following groups as having particular training needs:

- New recruits who will need basic induction training into how to work safely, including arrangements for first aid, fire and evacuation.
- People changing jobs or taking on extra responsibilities that need to know about any new health and safety implications.
- People working in areas identified as higher risk.

Headteachers/Heads of Schools and line managers are responsible for ensuring that records of training given are kept.

38. Competent advice

The Trust will appoint someone competent to help it meet its health and safety duties.



39. Accident incident reporting and investigation

All accidents, incidents and cases of work-related ill health involving staff or others will be recorded to meet statutory requirements and to assist the Trust in monitoring the effectiveness of the measures it has put in place to control risks.

Serious accidents, being any accident or incident requiring reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, will be investigated and the findings acted upon to prevent a recurrence.

Investigations into a serious injury, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, or a death will involve the CEO, Head of School, Compliance Lead and the H&S representative of the local governing body.

40. First aid

Each school will carry out a first aid box needs assessment to establish the level of first aid provision required.

Schools will organise training for first aiders and ensure an effective means of summoning first aid and for calling the emergency services. See first aid policy.

41. Administration of medication

The appointed person in schools is responsible for checking the boxes to ensure that the contents remain in date and fully stocked.

Leads in each team are responsible for control of administration of medicines to pupils and all staff are required to refer to our Supporting Pupils with Medical Conditions policy. Written permission from parents/guardians are required to administer prescribed drugs to pupils. Prescribed medication will be administered to pupils by a trained first aider following guidance found in our Supporting Pupils with Medical Conditions policy and documentation.

42. Biological hazards

This policy deals with the biological hazards that may be encountered during the day-to-day activities within our schools and their premises and lands, including cleaning, academic lessons, maintenance and welfare and first aid duties.

43. Food allergies

Posters of food allergens are displayed in all Trust kitchens. Guidance is given on how to minimise this risk.



44. Drugs and alcohol

The Trust will ensure the safety of all employees, students, contractors and visitors by presenting clear rules on the possession and use of drugs and alcohol at all times whilst at work.

45. Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the Premises Team. Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff

46. Equality Impact Statement

The Unity Education Trust has reviewed this policy for its impact on issues of equality. The policy has been considered in relation to the following protected characteristics

Gender

Disability

Sexual Orientation

Ethnicity

The Unity Education Trust has not identified any issues in relation to these protected characteristics and has carefully considered whether any element of this policy would adversely impact upon the equality of access or opportunity for any staff member or service user, and have been unable to identify any impact that would require mitigation

47. Pandemics

Refer to site specific and whole trust risk assessments for pandemics.

48. Review of Policy

This policy will be reviewed annually
