



The Lighthouse Learning Trust

Safety Policy, Operations and Management Systems

Introduction

This policy takes into account the government’s guidance – ‘Advice on legal duties and powers for local authorities, Principals, teachers, staff and governing bodies’.

This is the Trust’s over-arching Health and Safety policy and must be implemented and adhered to in each Academy within The Lighthouse Learning Trust.

The Trust is a Multi-Academy Trust and the Trustees are responsible for the overall health and safety policy and ensuring that all activities of the organisation are conducted in a manner which adheres to sound H&S principles and practices, for ensuring that it fulfils all its legal responsibilities.

Contents of Safety Management & Operations Systems

Part A - Administration

		Issue Date	Edition
Section 1	Policy Statement		
Section 2	People & Legal Responsibilities		
Section 3	People & Governance Responsibilities		
Section 4	Monitoring		
Section 5	Audits and External Enforcement Agencies		
Section 6	Consultation, Committees & Management Inspections		
	Arrangements The arrangements for H&S are set out in various parts below		

Part B - Normal Operations & Emergency Action Plan

		Issue Date	Edition
Section 1	NOP		
		Diagram of Estate Boundary	
		Building Plans & Grounds	
		Opening & Closing Procedures	
		Secure Line Identification	
		Accessibility arrangements	
Section 2	EAP		
		Fire Evacuation	
		Lighting Failure	
		Power Failure	
		Bomb Threat	
		Structural Failure	
		Emergency Medical Response	
		Lockdown (Targeted Infiltration)	
		Gas Leak	
		Intruder (Out of Hours)	

Part C - General Arrangements		Issue Date	Edition
Section 1	Safe Systems of work		
Section 2	Work Equipment		
Section 3	Personal Protective Equipment		
Section 4	Manual Handling		
Section 5	Lone working		
Section 6	Noise at Work		
Section 7	First Aid	Dec 20	1
Section 8	Accident, Incident & Near Miss reporting	Dec 20	1
Section 9	Blood Borne Pathogens & Sharps		
Section 10	Administration of medicines		
Section 11	Work Experience		
Section 12	Young Persons		
Section 13	Staff Welfare		
Section 14	Serious Incident Management		
Section 15	Disposal of Waste		
Section 15	Stress Management		
Section 17	Asbestos		
Section 18	Legionella		
Section 19	Contractor & Visitor Management		
Section 20	Permits to Work		
Section 21	Slips Trips & Falls		
Section 22	Snow & Ice Management Plan		
Section 23	Safety Signs & Signals		
Section 24	Electrical Management	Dec 20	1
Section 25	Working & Height		
Section 26	Confined Spaces		
Section 27	Radiation Management		
Section 28	Local Exhaust Systems		
Section 29	Display Screen Use		
Section 30	Lifting Equipment		
Section 31	Off Site Activities		
Section 32	Driving & Transportation		
Section 33	Hand arm Vibration		
Section 34	Shared Premises		
Section 35	Safeguarding and Vulnerable groups		

Part D Fire and Evacuation		Issue Date	Edition
Section 1	System Details	Nov 20	1
Section 2	Zone Plans	Nov 20	1
Section 3	Maintenance & Testing	Nov 20	1
Section 4	Manual Call points	Nov 20	1
Section 5	Detection	Nov 20	1
Section 6	Fire Doors	Nov 20	1
Section 7	Fire Exits	Nov 20	1
Section 8	Emergency Lighting	Nov 20	1
Section 9	Dampers	Nov 20	1
Section 10	Extinguishers and Suppression systems	Nov 20	1
Section 11	SEEPS and PEEPS	TBA	
Section 12	Fire Evacuation	Nov 20	1
Section 13	Fire Drills	Nov 20	1
Section 14	Risk Assessment	Nov 20	1
Section 15			
Section 15			
Section 17			
Section 18			
Section 19			
Section 20			

Part E – Risk Assessments		Issue Date	Edition
Section 1	Risk Assessments within Part C of the SMS		
	Stress Management		
	COSHH		
	Driving at Work		
	Working at Height		
	Young Persons		
	Confined spaces		
	Off site Activities		
	New & Expectant Mothers		
Section 2	Template for RA & Process	Nov 20	1
Section 3	Contents Page and H&S Risk Register	Nov 20	1
Section 4	Premises: RA Contents	Nov 20	1
Section 5	Activities: RA Contents	Nov 20	1
Section 6	People: RA Contents	Nov 20	1

Part F – CoSHH		Issue Date	Edition
Section 1	List of Hazardous Substances		
Section 2	Data Sheets, Assessment of exposure & Safety information Sheets		
Section 3	Training Records		
Section 4	Archived Data Sheets , Assessment of exposure & Safety information Sheets		

Part G – Minimum Activity & Equipment Standards		Issue Date	Edition
Section 1	Free standing Goals		
Section 2	Climbing walls		
Section 3	Trampolining		
Section 4	Archery		
Section 5	Gyms & Fitness		
Section 6	Boxing		
Section 7			
Section 8			
Section 9			
Section 10			

Part H - Grounds Maintenance		Issue Date	Edition
Section 1	Tree management		
Section 2	Tree preservation Orders		
Section 3	Waterside Access		
Section 4	Storage of Fuels		
Section 5	ROPS		
Section 6	Servicing of equipment		
Section 7	Pest Control		
Section 8	Endangered or Protected Species		
Section 9	Listed Buildings & Structures		
Section 10			

Part J - Technical		Issue Date	Edition
Section 1	Workshop / Plant Room Standards		
Section 2	Planned Preventative Maintenance		
Section 3	Reactive Maintenance		
Section 4	High Level Inspections		
Section 5	Air Conditioning & Refrigerants		
Section 6	Lightning Conductors		
Section 7	Water Industry Act –RPZ Valves		
Section 8	Intruder Alarms		
Section 9	CCTV		
Section 10	Assistance Alarms		
Section 11	Gas Safe Boiler Gas Test		
Section 12	Gas Safety Test		
Section 13	TM44 Inspection		
Section 14	Display Energy Certificate		
Section 15	Fall Arrest Systems		
Section 15			