

## AA Teamworks SCITT

### Health and Safety Policy 2024-2025

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Adopted by	SCITT Board
Monitoring responsibility	SCITT Board
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## **AA Teamworks Health and Safety Policy**

This policy recognises the need to promote health and safety in order to achieve high standards of quality and safe methods of work.

This policy should be read in conjunction with:

- Great Heights Academy Trust Health and Safety Policy

### **Policy Aims**

- To prevent personal injury, health hazards and damage to property. This protection extends to all SCITT employees and trainees.

### **Scope**

The policy applies to:

All SCITT employees and trainees.

### **Roles**

#### **Head of SCITT**

It is the responsibility of the Head of SCITT to:

- Ensure that the policy is shared and implemented and working in practice alongside the other relevant policies i.e. Internet Usage Policy.
- Receiving reports from partner schools where training is based on aspects of Health and Safety and acting upon them, if appropriate.
- Ensure that all employees and trainees are aware of the policy.
- Recording and reporting any failures of the policy to the Trust Committee.

#### **SCITT Partner Schools**

It is the responsibility of all partner schools working with the SCITT to:

- Ensure SCITT trainees are aware of any health and safety procedures whilst in their schools.
- Ensure that trainees are aware of the school's policies relating to health and safety and that procedures are followed whilst in their setting.

#### **Responsibilities of all SCITT trainees and employees**

- Read, understand, and harness the SCITT and partner school's internet usage policies and guidance.
- Take responsibility for ensuring the safety of sensitive SCITT and partner school data and information.
- Develop and maintain an awareness of current online safety issues, legislation and guidance relevant to their work.
- Maintain a professional level of conduct in their personal use of technology at all times.
- Ensure that all digital communication with pupils is on a professional level and only through school/SCITT-based systems, NEVER through personal email, text, mobile phone, social network, or other online platform.
- Report all online safety incidents which occur in accordance with the Great Heights Trust Policy, partner schools' policies and the Head of SCITT.

## **Procedures**

All SCITT employees and trainees should:

- Work safely and efficiently and use the approved equipment, including clothing, when appropriate.
- Report any defect in equipment, or any other possible hazards as soon as possible to the placement school and/or Head of SCITT.
- Take reasonable care of the health and safety of other persons who may be affected by their acts or omissions at work.
- When attending their placement school and SCITT training rooms, sign in and give personal contact details to the school and SCITT administration teams.

All trainees must refer to their placement school and SCITT policies including the relevant Health and Safety policies, Internet Usage Policies, Child Protection Policies and Safeguarding Policies.

## **Monitoring**

The Great Heights Academy Trust board, in consultation with the Head of SCITT, will:

Ensure that mandatory training and monitoring of health and safety at SCITT premises. They will ensure that all accidents are reported, logged, and investigated as appropriate. Accident logs are reported to the trustees.

## **Emergency procedures**

Trainees and employees are to abide by the placement school and SCITT training room emergency procedures when delivering training or assessment on their sites. Fire evacuation at the SCITT training room is managed by the Trust's evacuation policy, including testing of the fire system. SCITT employees will be notified of any changes by the building Fire Warden.

In the event of the fire alarm sounding at the SCITT training rooms, all trainees and visitors should be escorted to the assembly point by their host.

## **Reporting Process**

Trainees and staff should follow this reporting process in the event of an accident at the SCITT training rooms, West Vale Academy:

- An accident form must be completed as soon as possible after the accident occurs.
- As much detail as possible must be supplied when reporting the accident.
- Records held in the first aid and accident book will be retained by the Trust.
- An investigation will be carried out if this accident warrants this.

Trainees must follow the incident reporting procedure for their placement school setting. The Head of SCITT must be informed of all incidents by the partner school and trainee.