

DIOCESE OF  
**ST ALBANS**  
MULTI-ACADEMY TRUST

# Health and Safety Policy

<b>Policy type</b>	Core Trust Policy
<b>Adopted by the Trust Board</b>	FEBRUARY 2019
<b>For review</b>	Annual
<b>Person responsible</b>	COO

This policy is a mandatory policy for all DSAMAT Academies and must be implemented with no amendments.

<b>CONTENTS</b>	<b>PAGE NO:</b>
<b>1. Introduction.....</b>	<b>3</b>
<b>2. Health and Safety Policy Statement .....</b>	<b>4</b>
<b>3. Organisation and Responsibilities .....</b>	<b>5</b>
<b>4. General Arrangements for Health and Safety.....</b>	<b>13</b>

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## 1. Introduction

This is the Diocese of St Albans Multi-Academy Trust (DSAMAT) over-arching Health and Safety policy and must be implemented and adhered to in each of the academies within the Diocese of St Albans Academy Trust.

Academies currently within DSAMAT:

- Caldecote CE Academy
- Churchfield CE Academy
- Kensworth CE Academy
- Manshead CE Academy
- Thomas Whitehead CE Academy
- Totternhoe Academy
- Roxton CE Academy

Other schools that join the Trust will become part of DSAMAT and fall under the remit of this health and safety policy.

## 2. Health and Safety Policy Statement

Diocese of St Albans Multi-Academy Trust (DSAMAT) acknowledge and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable.

We commit to encouraging a positive safety culture via effective communication, cooperation, team work, and consultative management.

We will achieve these aims by: -

- Ensuring that adequate resources are provided to manage safely. In particular to plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and taking action where it falls below expected standards.
- Ensuring that the safety responsibilities have are clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually or more frequently if there are significant organisational changes.

We expect all employees working for us at all levels to: -

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
- Co-operate on safety matters to enable us to fulfil our obligations
- Comply with risk assessments completed for their work and activities.
- Report safety matters that they are concerned about and are unable to resolve themselves.
- Not to interfere, misuse or willfully damage anything provided in the interest of Health & Safety.

**Signed:**



**Print:** Charlotte Johnson

**Position:** Chief Executive Officer

**Date:** 19<sup>th</sup> February 2019

### 3. Organisation and Responsibilities

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

#### **Diocese of St Albans Multi-Academy Trust Board Members Responsibilities**

The members of the board meet once a year and part of their role is to hold the Trust's Board of Directors to account.

#### **Diocese of St Albans Multi-Academy Trust Board of Directors Responsibilities**

The Trust Board is a Board of Directors that has responsibility for the effective day to day running of the Trust and the individual academies within it. The Board of Directors currently comprises of Trustees and attended by the CEO and COO. Aspects of these responsibilities may be delegated to the Regional Hub Boards.

Key responsibilities:

- Strategic leadership that champions vision, ethos and strategy
- Accountability that drives up educational standards and financial performance
- People with the right skills, experience, qualities and capacity
- Structures that reinforce clearly defined roles and responsibilities
- Compliance with statutory and contractual requirements including Health and Safety
- Evaluation to monitor and improve the quality of impact of governance.

Annually the Board of Directors will:

- Review Trust-wide Health and Safety performance (against annual plans, training records and accident/incident data) and in light of this and any prevailing environmental and legislative changes, review Policy and Procedures, and set the Annual Plan and Objectives for the forthcoming year.
- Receive update reports (every 6 months) from Chief Operating Officer on serious accidents/incidents and other matters affecting health and safety at Academy level.

#### **Chief Executive Officer**

The CEO takes overall responsibility for Diocese of St Albans Multi-Academy Trust health and safety performance and is required to ensure that:

- decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation;
- adequate resources are made available for health and safety;
- health and safety performance is robustly monitored and reviewed;
- suitable action plans for improving health and safety are developed and implemented;
- the performance of Regional Hub boards and Headteachers are measured against health and safety targets and objectives;
- The Trust's health and safety policy and performance is reviewed annually.

### **Finance and Operations Committee**

The Trust Committee comprises of 3 Directors and meets 4 times a year and their responsibilities include:

#### Health & Safety

- To receive each term the relevant Headteacher's Health and Safety report and advise as necessary.
- To monitor compliance with the academies' Health & Safety policies and statutory obligations under the Health and Safety at Work Act 1974.

#### Asset Management

- To receive reports from the relevant Headteacher on the management of assets including premises and their security.
- To confirm that an asset recording system is in place, including an inventory and fixed asset register for each Academy.

#### Property Management

- To determine the use of the academies' premises and grounds outside academies sessions with regard to the lettings and charging policy.
- To ensure that the academies' premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
- To ensure the responsibilities of the Trust Board under the Environmental Protection Act are met.
- To advise the Trust Board on environmental issues to ensure the academies are acting as responsible institutions in their duty to conserve energy, materials and with regard to the local community.

### **Regional Hub Boards (East and West) responsibilities**

In line with the Trust's published scheme of delegation each Regional Hub Board comprising of members will ensure:

- Effective safeguarding arrangements are in place.
- Support the DSAMAT Board in the execution of its duties.
- Monitor and evaluate compliance at a local Academy level including Health and Safety.
- Make recommendations to the DSAMAT Board about the development of provision at a local level.
- To be accountable for ensuring health and safety compliance within the Academies
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons 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 set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- Consider reports on Fire Safety, including Evac and Invac Drills undertaken locally.
- Consider reports of safety inspections, and follow-up actions.
- Make recommendations to improve standards and performance generally.

## **Central Services Team for the Trust Responsibilities**

The Central Services team consists of:

- Chief Executive Officer (CEO)
- Chief Operations Officer (COO)
- Chief Education Officer
- Senior Administration and Operations Officer
- Senior Finance and Administration Officer
- Trust Secretary

Within the Trust, the first-hand overview of health and safety management is delegated to the **Chief Operating Officer**, who, along with the Academy Headteacher is responsible for:

- Ensuring there is effective monitoring of health and safety performance across the Trust schools.
- Key Health and Safety risks that cannot be addressed at local level are highlighted to the CEO and Trust board.
- Report a 6<sup>th</sup> monthly H&S report to the Finance and premise committee which is an overview of the key issues highlighted in the Health and Safety reports to Regional Hub boards.

## **Academy Headteacher Responsibilities**

High standards of health and safety management and the implementation and monitoring of this policy is the local responsibility of the Head Teachers, and their Senior Leadership Teams.

The Academy Headteacher are responsible for:

- Ensuring this Policy is communicated adequately to all relevant persons.
- Ensuring health and safety is implemented and managed as per the Trust Health and Safety policies and procedures.
- Ensuring Academy specific policies are in place for dealing with emergencies etc.
- Ensuring there is adequate resources within the budget for health and safety.
- Ensuring that safety monitoring inspections are carried out on a termly basis.
- Ensuring contractors are made aware of hazards and procedures they are required to follow.
- Ensuring all statutory maintenance checks are carried out.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Keep a log of all health & safety qualifications and training courses attended by staff.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated, and any remedial actions required are taken or requested.
- Reporting to and liaising with the appropriate authorities on any local matters as deemed appropriate.
- Meeting regularly with the COO and discussing health and safety risks within their Academy.

- Notify the CEO and COO of any correspondence from any enforcement agency OFSTED, Police, HSE, EHO or Fire Service.
- Prepare a termly summary report on its H&S performance and findings to the Regional Hub board.

### **Line Manager Responsibilities**

Heads of Departments, Line Supervisors and Site Managers are responsible for:

- Familiarising themselves with the Diocese of St Albans Multi-Academy Trust health and safety policy.
- Ensuring persons they supervise are inducted and aware of any hazards in their workplace.
- Ensuring all employees they supervise know what to do in the event of a fire or other emergency.
- Ensuring that all employees they supervise know the whereabouts of first aid facilities.
- Investigating accidents to ascertain the cause and to eliminate recurrence if within their competence.
- Ensuring all safety rules are observed and that safety equipment is worn or used where appropriate.
- Ensuring all defects in the workplace they are responsible for are promptly reported and rectified.
- Maintaining good housekeeping standards.
- Ensuring classroom and teaching practices comply with health & safety protocol and policy
- Highlighting any health and safety concerns to the designated Academy Headteacher or Site Manager/Site Agent.
- Highlighting to the Headteacher the annual training needs of staff identified from the performance review system.

### **Individual Employee Responsibilities**

All employees have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings. They also have a responsibility through routine observation to report to the Headteacher or Site Manager/Agent any suspected faults with fire appliances, e.g. discharged fire extinguishers, etc.

In particular they must:

- Make one-self familiar with and conform to health and safety procedures at all times.
- Wear appropriate safety equipment and use appropriate safety devices as necessary.
- Conform to all instructions given by those with responsibility for health and safety.
- Report hazards, accidents, faults, defects, damage, etc. to the designated Academy Headteacher or Site Manager/Site Agent.
- Offer any suggestions to improve health and safety to the Academy Headteacher or Site Manager/Agent.
- Not misuse any plant, equipment or hand tools.
- Take a responsible attitude towards health and safety, to include having due care for themselves and others.
- Follow all manufacturers and suppliers instructions when using plant and equipment.

### **Pupils/Students**

Pupils/Students, as specified in the code of conduct, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health & safety rules of their respective Academy, and in particular, the procedures for and instructions of staff in relation to emergency situations
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **Staff and Trade Union Consultation**

The Trust will co-operate with any existing or newly formed Trade Union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed employers have a duty to consult them with regard to health and safety issues.

The Trust recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Regional Hub Board.

Currently there are no Union Health & Safety representatives, but if appointed, time off for training will be provided in accordance with the regulations. Representatives will be given full access to the information on health and safety, which they have a right to, under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, address any problems that need further action or a review of procedures.

The academy recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 to consult staff with regard to Health and Safety and will continue to use the school's normal communication channels to do this. In practice "health & safety" will be a standing agenda item at all routine meetings of DSAMAT Management and Trade Union, HR meetings.

## **Monitoring of Health and Safety**

As part of DSAMAT health and safety management system the Trust will regularly review health and safety throughout the organisation.

Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.

The designated Academy Headteacher will ensure an inspection of their academy is carried out once a term and record any obvious defects on the standard termly *Health and Safety Inspection checklist*. The Operations Officer will inspect the Site Agent/designated person and Headteacher's Health and Safety Inspection checklists on a termly basis, record the information and report to the Regional Hub and Trust Board.

Completed forms are forwarded to the Central Services team. It should be noted that the intention of these inspections is to highlight obvious visual defects based on a 'common-sense' approach, i.e. there is no requirement for specialist training in advance (although generic Health & Safety Awareness training will be considered).

Each Academy Headteacher will prepare a Termly Health and Safety Report for their Regional Hub board and copy to Central Services team.

The Chief Operating Officer (COO) or delegated person will prepare a 6<sup>th</sup> monthly H&S report to the Finance and premise committee which is an overview of the key issues highlighted in the Health and Safety reports to Regional Hubs Boards.

The COO/Operations Officer will meet with each Academy Headteacher once a half a term and H&S issues will be discussed.

The Headteacher also meet monthly/half termly with the CEO and COO and Health and Safety issues can be raised here.

In addition to the above an audit of health and safety systems and processes will be carried out by a Health and Safety Consultant or suitably trained person within the organisation on an Annual Basis across the Trust academies.

### Summary of H&S Monitoring:

Level of monitoring	Frequency	Who by
Weekly checklists	Weekly	Site Manager/Designated person
Termly monitoring form	Termly	Headteacher or SBM/Operations Officer
Termly H&S report to Regional Hub Board & Trust	Termly	Headteacher
Report to Finance and Premise Committee and Trust board (update from all schools in Trust and updated risk register)	6 <sup>th</sup> month and Annual report	COO/Operations Officer
Annual update of Planned	Annual – March/April	Headteachers or Site

Preventative Maintenance for each school (3-year programme)		Manager/Operations Officer
Annual Audit	Annual	External consultant/Suitably trained person internally within the Trust

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## **Training**

Each Academy Headteacher along with their Senior Leadership Team will ensure that staff are appropriately trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the standard Performance Review process.

Update or refresher training will be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures.

Any requirements for generic health and safety training should be directed to the Academy Headteacher who will liaise accordingly with the Chief Operations Officer to ensure the timely arrangement of course.

Academy Headteacher will ensure that new employees will receive induction training locally on health and safety including arrangements for first aid, emergency procedures, fire and evacuation. A record of H&S induction training will be recorded on the Trust induction form and held in their school HR personnel file.

The School Headteacher is responsible for ensuring that the H&S training matrix for each school is updated regularly and any refresher training organised.

## **Health and Safety Competent Person**

The Trust uses the services of an external Consultant, Sherryl Cousins, CMIOSH and OSCHR registered Consultant at Cousins Safety Limited to provide Health and Safety Competent Person advice.

## **Disciplinary Proceedings**

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Trust.

## 4. General Arrangements for Health and Safety

The following procedures and arrangements have been established within our Trust academies to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

The arrangements may refer to a separate detailed policy and guidance and these will be available to staff to access electronically and should be followed. There is also a Headteacher toolkit to assist academies in the implementation of the policy and its arrangements for health and safety. Some academies may take a template and adapt it to their specific local arrangements and these should be followed.

### Accident, Incident and Near Miss Procedures

*See separate Accident reporting procedure.*

All staff are required to complete the Trust Incident/Accident/Near Miss Report within 24 hours of any of the following occurring:

- incidents resulting in injury, illness or fatality or theft/loss or damage
- Near misses
- Property damage resulting in injury or near miss to a person

When the form has been signed by the Headteacher the online accident reporting system administrator will input the details onto AssessNET system or LA equivalent system (Herts CC).

The system will identify if the accident/incident also needs to be notified to HSE under RIDDOR and the site administrator will complete the paperwork. Hard copies of these forms are kept on file in the academy office.

The office manager/first aider or member of Senior Leadership Team will investigate the accident depending on the severity of the accident.

The Headteacher and will provide analysis in accidents/incidents for inclusion in H&S report to Regional Hub Board on a termly basis.

### Administration of Medicines

*See separate Trust Support Pupils with Medical Needs Policy*

The Trust has a dedicated Policy for supporting pupils with medical needs and this is based on the DFE guidance. Each school will adopt this policy and record local arrangements within the document for example storage etc.

Each academy within the Trust has a named Medications co-ordinator who will receive training on managing medications in schools.

### Asbestos

Each academy has their own asbestos register. Advance reference must be made to these documents in any circumstances where works to the fabric of buildings is to be undertaken.

The Academy Headteacher has overall responsibility for the management of asbestos in their academy and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the log-book before commencing work and sign the permit to work sheet.

The Trust uses the services of an asbestos consultancy for surveying and advice.

Each Site Agent within the school will complete an annual check on condition of asbestos and record this in the asbestos log book.

Staff will also be reminded that they must report any damage to asbestos materials to the Site Agent/School Business Manager by staff briefing and emails.

### **ASD Provision**

*See separate SEND policy for each Trust Academy.*

### **Alcohol and Drugs**

*(See Managing Pupils with Medical Needs policy and Trust Disciplinary Procedures)*

Staff are responsible for ensuring that they do not work under the influence of alcohol or non-prescribed drugs. Failure to follow this, falls under the Trust Disciplinary policy.

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed so should inform their line manager so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

### **Behaviour Management Policy**

*See separate Behaviour Management Policy for each individual Trust Academy.*

### **Catering**

*See separate Catering guidelines for DSAMAT Trust Catering*

School meals are provided either by contractors or in-house by school directly employed staff. In either case the Food Hygiene (England) Regulations 2006 and Regulations (EC) No 852/2004 on the hygiene of foodstuffs are complied with under the monitoring and guidance of the Food Standards Agency / Local Authority Environmental Health Officers.

For in-house catering the school is responsible for the following checks: -

- Annual Canopy clean
- Annual kitchen equipment (gas safety check)

For external catering depending on the contract the Trust may still be responsible for the above. If not, then the Headteacher should ensure the Catering company provides copies of works.

For in house Catering the Kitchen Manager is responsible for staff training for example; food hygiene level 2 in Food Safety in Catering, allergen, COSHH, safer food better business etc. is up to date and refresher training organised. They are also responsible for ensuring risk assessments are in place and regularly reviewed for kitchen activities.

The Headteacher is responsible for ensuring that food hygiene standards are met.

## **Contractors**

*See separate Managing Contractors guidance*

The Site Manager/designated person shall ensure that the management guidelines regarding contractors are adhered to at all times.

The Site Manager/designated person is responsible for the Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency. Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the academies control of contractor's procedures.

## **Care taking and Cleaning**

In order to assist the cleaning teams to do their task thoroughly all employees are expected to maintain tidy workspaces and as clear as is practicable work surfaces, and ensure gangways, corridors etc., within their work area and classrooms are clutter free and have no obstructions or hazards. If there are concerns or any requirement to have cleaning items and/or equipment removed or relocated these should be directed to the Site Manager/designated person.

Where cleaning is inhouse the Site Manager/designated person will ensure COSHH safety datasheets are in place and staff are appropriately trained and training recorded. Site Manager/designated person is responsible for ensuring suitable and sufficient protective personal equipment is provided for site/cleaning staff as and when required.

The Control of Substances Hazardous to Health Regulations 2002 requires all employers to assess and control the risks to health of all substances hazardous to health (which are widely defined). Cleaning Supervisors, Lab Technicians and/or any other appropriately trained and responsible staff will ensure that, for proprietary materials (e.g. cleaning agents, chemicals) the suppliers' hazard data sheets and instructions for use will be available to all staff. Appropriately trained and responsible staff will carry out COSHH assessments for materials handled by staff under their control. Details will be kept locally indicating the correct use of the material, the identified hazards and the PPE required by the user.

All external cleaning contractors within schools will be responsible for ensuring a COSHH folder is onsite containing the safety data sheets for the materials used within the setting. They will also be responsible for the training of staff and providing appropriate PPE.

## **Curriculum Safety (including out of school learning activities)**

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level.

If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the academy, or requires financial support, then they should log the hazard/issue via the academy reporting system.

The following Heads of Departments (secondary schools) shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.
- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

Any off-site activities during the academy day should be referred and approved by the Educational Visits and Journeys Coordinator EVC for each academy.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the academy are informed within their departments of the for relevant curriculum activities.

Heads of Departments are responsible for ensuring these risk assessments are available.

The following departments will have their own specific policy developed by their Head of Department: -

- Science H&S department policy
- DT H&S department policy.

Manshead has access to a Radiation Protection Adviser and the Head of Science will ensure CLEAPSS guidance is followed.

### **Display Screen Equipment**

*See DSE Guidance*

Information on the risks associated with DSE will be provided within the first week of commencing employment.

DSE users will have their work stations assessed annually or following an office move. The academy will provide equipment and adjustments as identified by the risk assessment.

A user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day. This applies to academy office staff. The academy will pay the costs of an eyesight test every 2 years for a user and basic costs up to £50 voucher for corrective appliances (glasses) for those users that require them for VDU use only.

The central ICT team to ensure DSE assessments are completed for all DSE users annually or following an office move.

### **Educational Visits and Journeys**

Each academy will adopt and follow the relevant LA Educational Visits and Journeys policy for example Central Bedfordshire Council, Bedford Borough and Hertfordshire County Council.

All the academies within the Trust will use the EVOLVE system and all educational visits and journeys are required to be approved by the relevant academy named EVC who shall ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record “competence” of staff annually.

Medication for school trips will be covered by the School’s Managing Medications Policy.

### **Electricity and Electrical Installations**

All fixed installations are maintained and managed locally as are arrangements for inspecting and testing portable appliances. All employees have a responsibility through routine observation to report any obvious defects with electrical appliances they use/within their department and to report (to the Site Manager/designated person) any obvious defects / damaged cables, plugs, exposed or charred wires etc.

As a general rule personal items of electrical equipment, such as heaters, cooking equipment, fridges, TVs, etc. or anything else that needs to be plugged in to an Academy’s mains supply should not be brought to the Academy. If such a need exists, e.g. a medical requirement, prior permission must be obtained in writing from the local Academy Headteacher or Site Manager/designated person and the item must be PAT tested.

### **Emergency Evacuation and Invac (Lockdown) Procedures**

*See local school emergency procedures*

Procedures are implemented locally stating the action to be taken in the event of an emergency or fire – these are issued and displayed locally by the Academy Headteacher or Site Manager/designated person. All new members of staff are instructed on the emergency evacuation procedure as part of their induction training by their line Manager. Visitors without a DBS check must always be escorted around site.

### **Equipment and Machinery (including Hand Tools)**

Safe operation and maintenance of such equipment and machinery is the responsibility of the appropriate department. Proper methods, instructions and procedures for safe-use must be clearly displayed and conveyed in advance to those who operate/utilise them. No employee may use any item of equipment or machinery unless they have been trained to do so. Maintenance manuals must be maintained up-to-date by designated Technicians and be kept in the appropriate locations/workshops.

### **Enforcement officers (Fire Officers, EHO, HSE)**

Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to the Trust CEO and COO (in the absence of the CEO) without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the Trust and should refer formal enquiries to the Headteacher.

### **Fire Safety**

Under the Regulatory Reform (Fire Safety) Order 2005 the Headteacher is deemed to be the “responsible person” and will be responsible for ensuring the following: -

- A fire risk assessment is carried out and reviewed annually.
- Emergency plan is in place (fire action notices displayed in classrooms).
- Fire alarm is tested on a weekly basis and recorded
- Statutory maintenance and testing of fire alarm and emergency lighting are undertaken
- Fire drill is undertaken each term
- Personal emergency evacuation Plans (PEEP's) are completed for staff and pupils
- Staff are trained on fire evacuation procedures annually
- Fire extinguisher training for Fire Wardens (every 3 years).

Staff are required to report defects or missing fire-fighting equipment. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

### **First Aid Procedures**

*See separate First Aid Guidance*

In accordance with the First Aid at Work Regulations 1981, A first aid risk assessment will be completed for each Academy to determine first aid facilities and number of trained first aiders within each Academy. The locations of First Aid boxes and a list of qualified First Aiders are issued and displayed locally by the Academy Headteacher and Site Manager/designated person.

### **Grounds Maintenance**

Where the academies use a Grounds Maintenance contractor who use their own equipment this will be overseen by the Headteacher or delegated to Site Agent/designated person. When on site Grounds Maintenance contractors are required to sign in and state what work they are carrying out in the Grounds Maintenance Log Book. On completion, signing out is essentially.

Where the grounds maintenance contractor have their own key to the grounds but will always coordinate with the PE department over grass cutting and liaise with line marking dates etc.

Where grounds maintenance is completed in-house then staff should have the appropriate training and have risk assessments in place for their operations.

### **Gas Safety**

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency. The Site Manager/designated person is responsible for ensuring gas appliances are serviced annually by a Gas Safe Commercial engineer.

### **Infection Control**

*See infection control procedures*

The academy office may take notification from a parent of a notifiable disease and will check the HPA guidance on exclusion or precautions to take. Anything that requires decontamination etc. will be notified to the Site Manager/designated person.

All spillages will be cleared up by the Site Manager/designated person using an appropriate spill kit. PPE gloves are provided. Where there is no site agent or during a split shift then a member of staff should clear up the spillage using the spill kit and wearing appropriate PPE.

Academies within the Trust with pre-schools will have nappy changing policy in place and have appropriate facilities including PPE (gloves and disposable aprons) for changing nappies.

## **Lettings/shared use of premises/use of Premises Outside School Hours**

*See separate Lettings policy*

The Trust is responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of the academy premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are Let out to use i.e. Karate Club then the Hirer's indemnity insurance will be needed.

The School Business/Office Manager and Site Agent/designated person are responsible for management of lettings at the academy.

The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the school site.

The relevant Site Agent/designated person is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

### **Legionella**

The Headteacher/Site Manager/designated person will organise a Water Risk Assessment every 2 years or as identified by the Risk assessment.

An Inspection of any water tanks is carried out on an annual basis by a competent contractor as part of our Planned Preventative Maintenance (PPM) Schedule.

Site Manager/designated person are responsible for carrying out monthly water temperature inspection tests and recording this information in the water log book and raising any concerns to the Headteacher.

### **LEV**

(Secondary schools only)

The Site Manager/Site Agent arranges LEV thorough examination (fume cupboard LEV and D&T) and retains copies of LEV testing certificates.

Any deficiencies in LEV should be notified to the Site Site Manager/Site Agent using the school hazard reporting system.

DT technician monitors cleans and records LEV inspection. The Science Technician will undertake termly checks on the fume cupboard.

### **Lone / Out of Hours Working**

*See separate lone working policy*

No person shall work alone where there is a serious health or safety hazard. Such work activities especially those likely to occur outside normal hours should be assessed by each Headteacher.

Local arrangements in place for reporting after hours working are issued and displayed locally by the Academy Headteacher and Site Manager/designated person, as are arrangements for out of hours events.

### **Lifting Equipment & Lifting Operations**

The Site Manager/designated person is responsible for ensuring all Lifts, hoists, lifting equipment and lifting accessories are maintenance & have undergone a thorough examination (6 monthly if equipment is used for lifting people & annually for other lifting equipment.)

In addition, users will undertake a visual check of equipment prior to use.

Where installed the Site Manager/designated person will be trained to deal with lift breakdowns.

## **Maintenance and Inspection of Site and Equipment**

*See managing the building guidance*

The Site Manager/designated person will ensure that testing, inspection and maintenance of equipment in accordance with managing the building guidance.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported via the school hazard reporting system. The Site Manager/designated person will arrange for repair or replacement.

The Site Manager/designated person has a duty to check the general conditions of the premises and, in particular the non-classroom areas, and for ensuring that health and safety hazards are dealt with. Where action required is outside their authority or ability, the matter will be reported to the Headteacher for appropriate action.

Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the School Condition Survey and taken into account when prioritising works. Each academy will have their own system to monitor planned preventative maintenance and record site defects/hazards.

Planned preventative maintenance compliance will be monitored annually by the Trust and external H&S consultant.

## **Manual Handling Operations**

*See separate manual handling guidelines*

The Manual Handling Operations Regulations 1992 require hazardous manual handling operations to be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment must be made to identify hazards and preventive measures to be implemented to minimise risks of personal injury due to manual handling activities.

The school Business Manager or Headteacher are responsible for ensuring manual handling risk assessments are completed for the activities in their academies.

## **PE Equipment**

The PE Head of PE and all other PE staff will ensure compliance with the following guidance Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment service is organised by the Headteacher/Site Manager/designated person.

## **New and Expectant Mothers**

*See separate guidance*

A pregnancy risk assessment shall be completed once the member of staff has informed the academy.

## **Personal Protective Equipment (PPE)**

In accordance with the Personal Protective Equipment Regulations 1992, suitable personal protective equipment appropriate for the specific hazards of the task being carried out will be provided to all relevant users. Ordering, inventory management, issue and proper use of PPE will be undertaken and managed locally by each school, e.g. safety goggles, etc. It is the responsibility of the individual to whom personal protective equipment has been issued to wear the equipment where required, to take proper care of that equipment and to promptly report any defects.

## **Permits to Work**

Where required the Site Manager/Agent will issue permit to work for high risk activities such as hot works, work at height, confined space.

## **PTA/Academy Councils**

Risk assessments for activities planned, managed and hosted by the PTA for example summer fete should be copied to the School Business/Site Manager/designated person.

## **Risk Assessments**

*See separate Risk Assessment guidance.*

Risk assessments have been developed for the range of activities undertaken by DSAMAT academies. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed bi-annually or when there is a change in circumstance.

The Site Manager/designated person is responsible for the risk assessments in relation to the premise and coordinate non-curriculum risk assessments.

Heads of Departments are responsible for ensuring risk assessments are completed in their areas and making these available to the school office.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

## **School Transport**

Each school will have an up to date travel plan.

Where taxis are provided for ASD pupils the local authority are responsible for providing the transport risk assessment.

## **Security/Violence**

Authorises members of staff usually Site Manager/designated person opens the school site. Once pupils are in lessons, all the external gates are locked. Entry outside of the school day hours is via the main entrance doors.

Visitors sign in and are given ID badges for the duration of their visit to the school. Unfamiliar

individuals in the school buildings or across the site should be accompanied to the front office by a member of staff. If staff are concerned about safety, contact the front office to implement the school emergency plan or if lone working, contact the police directly. The Site Manager/designated person will be responsible for locking all doors and securing the site and the end of the day.

### **Signage**

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996. The Site Manager/designated person, as part of their weekly inspection, will look out for any damaged or missing signage.

### **Slips, Trips & Falls**

All areas of the academy including classrooms and corridors are maintained in a clean and tidy manner at all times. In particular that pupil's bags and coats are not stored on the floor where it can provide a trip hazard.

Each site has procedures in place to manage icy conditions which involves gritting designated access and egress route into school.

### **Smoking**

The Trust has a No Smoking Policy

Smoking in a public place is against the law and the trust may, on a case-by-case basis, decide to take legal action against anyone found to be in breach of policy.

### **Vehicle Use**

(See separate Minibus policy)

Only staff that have passed the Driver assessment are authorised to drive the minibus.

The School Business Manager manages the minibus drivers and the use of the minibuses.

This will involve: -

- Keeping copies of minibus driver's licenses on file (checked annually)
- D1 on Driving Licence
- MOT Certificate for minibus older than 3 years or
- Proof of regular maintenance if the vehicle is less than 3 years old
- Renewing minibus insurance
- Arranging servicing and repairs
- Checking driver checks are completed before each trip

Mini bus drivers who receive endorsements on their license are expected to provide details to the School Business Manager.

Minibus drivers should carry out and record checks on the minibus before use and complete minibus checklist.

Any defects should be reported to the School Business Manager. Mobile phones should not be used whilst driving the minibus.

Staff using their own vehicle to travel between academies should have their own business insurance. This shall be checked along with Driving license and MOT at the commencement of employment and open to random checks during their employment.

## **Visitors**

All visitors must sign in/out at the local school Reception. Any visitors who either do not hold a DBS or have not logged their DBS number with Reception must be escorted at all times whilst on site. All unescorted visitors will be briefed on the Emergency Evacuation procedures upon arrival.

## **Well-being/Employee & Occupational Health Support**

*See separate Stress Policy*

Employees may receive Counselling and Occupational Health Support for a range of personal and work-related problems including stress, anxiety, depression, emotional difficulties, alcohol and drug misuse, family concerns and bereavement issues. This support will be offered on a strictly confidential basis, either by telephone or face-to-face meetings.

## **Welfare**

High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 have to be provided. The Trust in its academies will provide suitable welfare facilities for staff.

In terms of pupils the Trust will ensure it meets the welfare provision in all its academies as per the academy Premise Regulations 2012.

## **Work Experience**

The academy does allow pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

The local Headteacher oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

## **Working at Height**

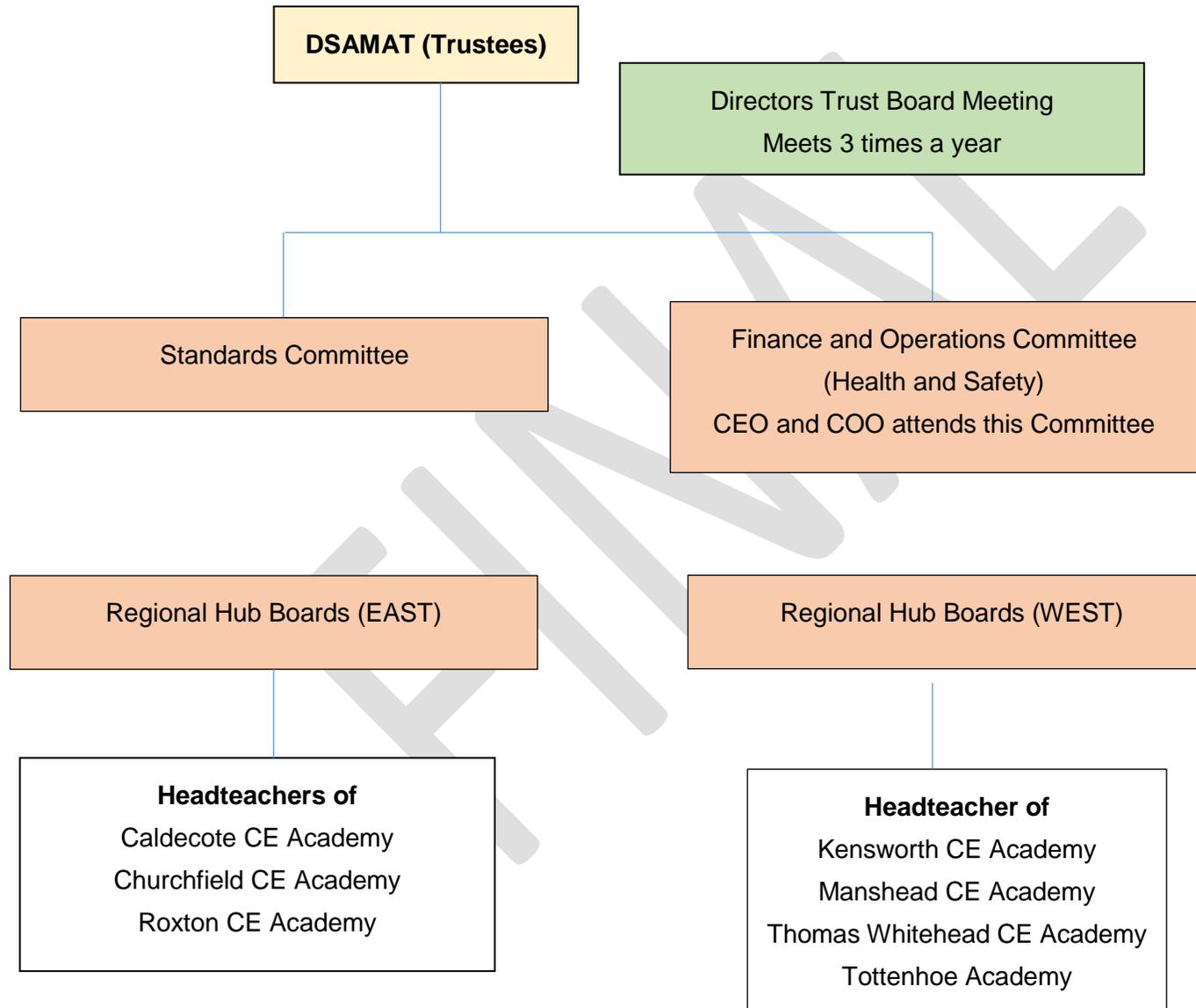
*See separate working at height guidelines*

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (eg Headteacher, site agent etc). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'WORK' includes moving around at a place of work but not travel to and from a place of work. Hazards present in the school are: accessing high levels, falling from height, use of ladders and step ladders and 'kick stools', falling objects.

The Governance of H&S is organised as shown below:



Operational Structure

