



ST. MARY'S  
ACADEMY TRUST

# St Mary's Academy Trust

## Health and Safety Policy

Date agreed by Board.....06<sup>th</sup> October 2015.....

Date to be reviewed.....31<sup>st</sup> July 2016.....

## 1 The Health & Safety Management System Framework

The successful management of health & safety in our schools is a key priority of the trust board, each individual head teacher, senior managers/leaders and the local governing bodies. Our health & safety management system and this health & safety policy document demonstrates;

- Our clear commitment to the safety and well-being of employees, students and visitors/other users of our schools.
- Compliance with legal requirements and the enhancement of our reputation.

In collaboration with our School SHARE health & safety advisor our schools will develop and implement policies, procedures and systems appropriate to the management of health & safety within our schools, the underpinning principles of which will reflect the Health & Safety Executive (HSE) document HSG65 of Plan, Do, Check, Act. This will ensure that we;

- Achieve a sensible and proportionate balance between the documented systems we devise, their practical application and the physical behaviours of managers, staff and students.
- Treat health and safety management as an integral part of good risk management generally, ensuring we clearly demonstrate a sustained and systematic approach.

Our organisations health & safety management system incorporates the following key elements:

### Policy

An effective health & safety policy which sets the clear direction each school will follow and will contribute to the efficiency, effectiveness and continuous improvement of our organisation, Our policy will demonstrate senior management commitment as well as clearly defining key roles and responsibilities of everyone within our organisation.

### Organising

The Trust board will provide the overall strategic direction for health & safety management, with each individual head teacher and local governing body ensuring a strong and effective management structure is in place to proactively deliver our policy at an individual school level. There will be regular consultation on health and safety matters with all relevant stakeholders, and a shared understanding by both managers and staff of the Trusts desire to promote a positive and risk aware culture.

### Planning & Implementing

All schools in the Trust will have a systematic approach to the implementation of the policy, by ensuring they have in place an effective management system integrating health and safety performance standards, targets, priorities and training across all disciplines within each school. Our planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk. Where risks cannot be successfully managed at a school level they will be escalated to the trust board, for inclusion on the trust strategic risk register.

## **Training**

Will be provided at a level suitable to the individual and the task they perform. In addition to general awareness training as part of our induction programme for all new staff and or volunteer workers, specialist training identified as appropriate to the post or through training & development plans or risk assessments will be provided. Details of training identified and received will be formally recorded with refresher training provided as required.

## **Measuring, Auditing & Reviewing Performance**

We will measure our organisations performance, so we can clearly identify when and where improvements are needed. We will achieve this through both internal review and external auditing of our policies, premises, people and activities as well as through monitoring accident and incident information. Findings from internal and external reviews will be reported at both a local and trust level as appropriate.

## **2 Policy Statement (of Intent)**

The Headteacher, senior leadership team, governors and staff at all St Mary's Academy Trust schools are committed to taking all reasonable and proportionate steps in providing a safe and healthy environment for all users of the school site. Students and adults alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. The schools will keep an active balance between security and safety and the maintenance of a comfortable and welcoming environment.

### **Our Health and Safety Aims are:**

- To ensure a safe working environment for members of the school, visitors and others using the premises.
- To ensure compliance with relevant legislation and provide adequate resources to implement this and other relevant policies, including support from external consultants where necessary.
- To ensure that health, safety and general wellbeing are an integral part of all our activities, including those that involve 3rd parties.
- To ensure the systems in place provide plant, equipment, resources and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the school as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient and proportionate information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To periodically monitor and review safety procedures throughout the school.
- To create, maintain and monitor an appropriate system for health & safety which places the safety of all who use the building at the forefront of our processes and procedures.
- To routinely review, update and appropriately communicated our health & safety principles and policy.

**Our current health & safety policy is available:**

- On the School VLE & Website (Electronic Copy)
- From the Business Manager (Paper Copy)
- To hirers, third party service providers etc. (on request)

**3 Organisation & Responsibilities**

Our health & safety management system, associated policies, procedures and key responsibilities detailed within this and other relevant documents are designed to demonstrate our organizational approach to sensible and proportionate health and safety management and meet our statutory responsibilities under health & safety law.

**The Trust Board Will:**

- Provide the strategic health, safety and risk management direction of the organisation, ensuring that a periodic review of organisation wide performance is undertaken.
- Deal with any health and safety matters that are escalated to them by individual head teachers and or chairs of governors.
- Ensure the trust can demonstrate compliance with statutory legislation, policies and procedures.

**The School Local Governing Body Will:**

- Ensure that adequate funding is provided from the local school budget to enable the school to be organised and run in a safe and healthy manner.
- Where funding for the management of particular hazards is the responsibility of another party (e.g. PFI Provider/3rd party contractors etc.), the governors, through the Head teacher, will ensure the provider operates within the spirit of our policy, highlighting any specific concerns and achieving a satisfactory resolution.
- Deal with any health and safety problems brought to them by the Head teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the School site specific Health and Safety Policy is reviewed annually, brought to the attention of all staff, and is implemented across all areas of the school.
- Confirm the schools compliance with statutory policies and procedures.
- Ensure that suitable systems are in place to undertake risk assessments and appropriately manage identified hazards.
- Ensure that systems are in place so that all members of staff receive appropriate training.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working, through the appointment of a governor who will lead on health & safety matters, ensuring periodic staff surveys are undertaken and that clear two way communication is in place.

**The Head teacher Will:**

- Ensure (as duty holder) as far as is reasonably practicable the requirements of health & safety legislation are complied with.
- Ensure that staff have access to this and other relevant policies, procedures and information required, and that such documents reflect any changes in legislation and guidance.
- Ensure that health and safety is incorporated into the planning and organisation of all curriculum activities, school functions, activities and tasks undertaken both on and off school premises
- To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through established arrangements.
- To appoint and seek advice from the on-site nominated safety representative and or the trusts (competent person) health & safety advisor as appropriate, and report to the Governing Body/Trust Board those instances where the Head teacher's executive authority does not allow the elimination or reduction of an identified hazard to a satisfactory level.
- Ensure that adequate communication takes place between managers, employees, students and others working on or visiting the school to allow everyone to contribute to safe working. This consultation and communication will take place through:
  - Appropriate induction processes
  - The appraisal & performance management process
  - Staff/Team/Manager Meetings
  - Provision of Information through electronic and or paper documentation
- Satisfy his/her self that arrangements are in place for; suitable and sufficient training, supervision, provision of protective equipment and the undertaking of risk assessments in both curriculum and non-curriculum areas and where activities take place out of school hours or away from the school site.
- Ensure suitable arrangements are in place for the provision of first aid and for the reporting, recording, investigation and analysis of accidents, incidents and near miss occurrences in line with trust policies/procedures
- Ensure health & safety is on the agenda at all appropriate management and governor meetings, reporting findings from audits/inspections/investigations of accidents/staff absence patterns to relevant stakeholders.
- Ensure that in consultation with premises management staff and or other providers/contractors, systems are in place to; undertake regular documented inspections of all areas of the school, that relevant information on health & safety matters is shared and that action is taken to rectify any issues identified.
- Ensure that effective arrangements are in place and appropriately communicated in order to facilitate a safe evacuation of the school in the event of a critical incident.

**All Heads of Department, Line Managers, Staff & Authorised Volunteers Will:**

- Ensure that they are fully aware of their roles and responsibilities as defined within their job description, staff and or departmental handbooks or other relevant documentation.
- Ensure that they, and any staff or students under their control fully co-operate with the trust and schools policies, procedures and risk assessments and follow any training, information, instructions or guidance made available to them.
- Ensure that safe working practices are adopted at all times and comply with procedures in place and the findings/other outcomes of risk assessments, whether in school, as part of extended provision and/or on offsite activities.
- Attend and actively contribute to health and safety; training courses/events/meetings as appropriate to their duties and responsibilities.
- Identify hazards and undertake suitable and sufficient risk assessments within their areas of responsibility and or for activities/tasks to be undertaken as required.
- Ensure regular discussions take place within their departments/areas of responsibility on key health & safety issues
- Bring to the attention of their line manager and or other appointed person any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in school or on offsite activities.
- Report to their line manager and or the appointed person on site any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, students and visitors. In particular employees must co-operate with their managers and not interfere with safety procedures, processes or equipment designed to protect people from harm.

**Other Key Identified Responsibilities**

Whilst overall responsibility for the management of health & safety in the school is that of the duty holder which is the: **Headteacher**

Day to day health & safety management responsibility in the following key areas is:

Premises & Site Safety Security

**The Premises Manager**

Cleaning

Catering

D&T (including Art)

Food Technology

Physical Education

ICT

Educational Visits

Work Placements & Volunteers

## 4 Operational Management Arrangements

### **Risk Assessment (Also refer to SG1)**

The Trust acknowledges that risk assessments are a legal requirement particularly under the **Management of Health and Safety at Work Regulations 1999**, and we will formally record our risk assessments, in part this will be through using curriculum lesson planning/ nationally recognized schemes of work documentation, as well as by using generic and specific task & activity based risk assessment documents. Risk assessments will be reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/ substance, as a result of staff raising concerns or any other significant change in circumstances or the working environment.

**The Trust recognizes the benefits as well as the risks involved in off site activities. As part of our educational visits policies and procedures all Educational visits undertaken by our school will be subject to a written risk assessment and appropriate approval in line with our school off site activity procedures document.**

### **Fire (Also refer to TP5 & the fire log book)**

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each school site to have a current fire risk assessment. Our fire risk assessment will identify evacuation procedures, any sources of heat with the potential to cause fire, including 'hot working', as well as our overall housekeeping arrangements, including the use and storage of combustible materials. The findings of fire risk assessments undertaken by the school and or third parties will be discussed and appropriate details cascaded to all staff. A fire log book detailing our day to day procedures, checks and fire drill arrangements will be maintained by site staff, who will also have responsibility for ensuring that where a personal emergency evacuation plan (PEEP) is required this is undertaken and the findings shared as appropriate.

### **Site Security & Safeguarding**

The Trust recognises the importance of having suitable arrangements in place to manage general site security and safeguarding issues. Each school will:

- Ensure visitors sign in and out and are appropriately inducted/accompanied whilst on site
- Ensure arrangements exist to maintain adequate levels of physical security and safety at all times, (including when the school is hired to others), communicating the arrangements in place to all relevant site users
- Ensure activities that take place do not compromise security arrangements or the safe access/egress of site users
- Ensure clear and concise procedures are in place to manage a range of emergency situations and that these are appropriately communicated, so that all relevant site users are aware of the actions to take in an emergency situation
- Ensure safeguarding and security arrangements in place are communicated to all site users/visitors and are periodically reviewed to ensure they remain suitable.

### **Electricity (Also refer to RAN12)**

The Trust recognizes that electricity has the potential to cause serious harm. In order to minimize the risks involved all fixed wiring installations are inspected by a competent contractor every five years and portable appliances are tested annually. School staff are required to visually check items before use, report defects immediately and not use equipment they consider to be unsafe or not displaying a current Portable Appliance Testing (PAT) Certificate or sticker.

### **Gas**

All gas appliances, central heating boilers, gas water heaters, cookers/hobs etc., will be checked, serviced and maintained by a competent (Gas Safe registered) Contractor on an annual basis, this will be arranged by each individual school. Staff who think they can smell gas should inform the office staff who will contact their gas supplier immediately on the emergency telephone number. The head teacher and relevant staff will also be informed.

### **Asbestos Risk Management (Also refer to SG36)**

We take the management of asbestos seriously in our school, in order to minimise the risk of exposure we routinely remind staff of its presence, undertake routine monitoring of the condition of ACMs, and instruct qualified and competent contractors to undertake asbestos survey reports on our behalf. We maintain an Asbestos Register on site, which is readily available to all who need to consult it and contractors must sign it before commencing any intrusive work on site.

### **Legionella Risk Management (Also refer to SG34)**

Taking account of current guidance, each school will undertake routine water testing and periodic legionella risk assessments. Water hygiene management on site is the responsibility of the head teacher and their appointed lead person. Arrangements are documented in a legionella file which is controlled by the appointed lead person in each school and any concerns should be reported to the head teacher and/or the appointed lead person.

### **Control of Hazardous Substances (Also refer to SG15)**

The Trust recognises that the Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires an assessment to be made of the work processes and the associated hazards involved in the use of substances that are hazardous to health. This includes curriculum, cleaning and site maintenance products. Compliance with the regulations; including maintaining appropriate documentation, storage, use and disposal is the responsibility of the head teacher and the lead appointed person.

**Each school holds a central register of all hazardous substances on site as well as individual departmental inventories.**



## **Health & Safety During Practical Lessons**

The Trust recognises the educational benefits of using practical equipment and resources during lessons, learning is enhanced through conducting experiments, using tools, equipment, machinery or apparatus.

However the following precautions will be considered by staff in order to minimize any risk to themselves, students and others;

- Pre use check of substances, tools and equipment/apparatus/resources to ensure they are suitable and safe for use especially by younger people
- Review of the risk assessment by the teacher and or technician
- Review of staffing levels to ensure they are suitable to maintain adequate supervision at all times during the activity or task
- Inform students of the safety rules and procedures before the practical element of any lesson begins
- Always instruct and supervise students carrying or moving equipment or apparatus
- Provide and enforce the wearing of suitable personal protective equipment (staff & students)

## **Equipment & Machinery (Also refer to SG32)**

Curriculum and work equipment will be subject to routine checks, inspections, maintenance and servicing in line with school procedures and manufacturers guidance. All equipment and resources purchased will be from reputable suppliers and meet current relevant British standards. Only those persons with appropriate training and experience should use work equipment and machinery.

## **Lone Working/Working at Height/Manual Handling (Also refer to SG12/SG9/SG8)**

These activities will be discouraged where ever practical to do so, however where staff routinely undertake such tasks these will be suitably risk assessed, with appropriate instruction, training and equipment provided as necessary in order to perform the task safely.

## **Working in Noisy Environments/Use of Vibrating Equipment (Also refer to SG27/SG31)**

These activities will be minimised where ever practical, and staff encouraged to take regular breaks from such activities. Where staff who are subject to regular routine exposure raise concerns, noise and vibration testing will be undertaken and the findings discussed with the individual employees involved.

## **Driving for Work (See TK14)**

Staff who drive on school related business whether in their own vehicle or using school owned, leased or hired vehicles are required to follow the procedures and guidance provided within our drivers handbook and associated risk assessments.

### **Staff Wellbeing & Health Surveillance (Also refer to RAN 1/RAN2/SG35)**

All staff within the Trust schools will be encouraged to attain a suitable work/life balance. The Trust also recognises that workplace stress can occur from time to time, our Health & Wellbeing Policy has been developed to help minimise the risk of work place stress. Occupational health/health surveillance will be available to staff where appropriate and or requested.

### **Display Screen Equipment (Also refer to SG4)**

Those staff identified as 'regular users' will be subject to a DSE assessment on taking up their post, a review will take place if their duties or working environment change significantly. All staff will be reminded of the 'five steps to comfort' via the staff handbook.

### **New & Expectant Mothers (Also refer to SG24)**

Female employees are responsible for notifying the Trust and their school's Headteacher in writing of pregnancy or when returning to work having recently given birth, to ensure a suitable risk assessment can be undertaken, reviewed at regular intervals to ensure their tasks will not cause any detrimental health effects.

### **Violence at Work (Also refer to SG11)**

The Trust takes violent or aggressive behaviour against staff seriously with general guidance on managing potentially violent situations being provided in the staff handbook/via relevant risk assessments, staff must report any such instances so suitable follow up action can be taken.

### **Workers Under the Age of Eighteen**

The Trust and it's school's has a work experience/student placement policy and procedure in place which is communicated to appropriate staff and students

A specific Risk Assessment will be undertaken for workers we employee directly who are under 18 which considers:

- The extent of training provided, their inexperience/immaturity & lack of risk awareness
- the workplace environment and layout, and the range and use of work equipment
- the nature, degree and exposure to processes and or physical/biological/chemical agents and or work/environments beyond their capabilities.

### **First Aid & Accident Investigation (Also refer to SG3/SG3A/SG10)**

The Trust recognises that under the First Aid at Work Regulations 1981, employers have to ensure that there are an adequate number of qualified first aiders on site and appropriate equipment and facilities for providing first aid in the workplace. First aid staff will be made aware of any staff or student with medical conditions or allergies. Any one suffering with a minor injury should seek medical assistance from the school's appointed First Aider. In the event of a more serious accident reception should be contacted and the injured person

should not be moved. First aid boxes are kept in the medical room and a list of first aiders is provided throughout the schools premises. First aid boxes will be checked every week by an appointed First Aider in each of the school's.

All accidents to our staff, students or visitors occurring on or off school site will be recorded on an accident report form. The relevant manager will undertake any initial investigation and refer their findings on to the Trust, who will decide if a higher level review is required, dependant on the nature of the incident and or injury sustained, in line with our first aid and accident procedures. All RIDDOR reportable incidents will be reported by the school's appointed person and discussed with the schools health & safety advisors.

All staff have a responsibility to report and record accidents in line with our schools policies and procedures as soon as is practically possible, information on accident reporting is contained in our staff handbook.

**Emergency instructions, first aid information and fire evacuation procedures will be displayed in all key areas of the school building.**

**Administration of Medicines (See also FR10)**

Each of the Trust's school's will take all reasonable steps to safely store medicines and make them available to those pupils for whom they are prescribed. Any staff member volunteering to support a pupil will be provided with suitable training and the relevant documentation (e.g. care plan). Records of medicines administered will be maintained.