



The
Maltby Learning Trust

Health and Safety Policy

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| Date Last Reviewed: | September 2018 |
| Reviewed by: | COO |
| Approved by: | CEO |
| Next Review Due: | September 2019 |

1. MALTBY LEARNING TRUST (MLT) HEALTH AND SAFETY STATEMENT

The Maltby Learning Trust Chief Executive Officer (CEO) has the primary responsibility for health and safety and believes that ensuring the health and safety of staff, students and visitors is essential to the success of the Trust. The Trust delegate to the Local Governing Body at each Academy the day-to-day responsibilities for health and safety. However, the Trust will endeavour to support each Academy's Local Governing Body by delegating responsibility to a Trust Health and Safety Manager. The Health and Safety Manager will provide relevant advice and guidance to:

- Provide a safe working and learning environment.
- Ensure that all students should be able to experience a wide range of activities and that the health and safety controls and procedures should help them to do this safely and not stop them from participating.
- Take all appropriate steps to comply with all statutory health and safety requirements.
- Ensure that appropriate risk assessments are in place to reduce the risk of accidents and injury to staff, students and visitors across curriculum and non-curriculum work activities.
- Appoint a nominated Governor with responsibility for Health and Safety.
- Provide a safe and clean environment which will be evidence of a strong ethos of good housekeeping. Students and employees will ensure that this ethos is followed on a daily basis, with respect to the appearance of the whole academy sites and the awareness and duty to mitigate risks.
- Embed with employees that they have a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled.
- Employ specialist advice and support as and when required to ensure that health and safety is maintained at the highest standard.
- Monitor and review the health and safety and other relevant policies to ensure effectiveness.
- Ensure that adequate resources are made available to address health and safety issues, as is reasonable practicable.

Name:

Signature:

Date:

CEO/Executive Principal

Name:

Signature:

Date:

Chair Maltby Learning Trust

2. RESPONSIBILITIES

In discharging its responsibilities, each Academy's Local Governing Body will:

- Make itself familiar with and follow policies of the Maltby Learning Trust Board.
- Make itself familiar with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure for health and safety.
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and, that it is implemented.
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made.
- Identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience.

In particular, each Academy's Governing Body undertakes to provide as far as is reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit.
- Plant, equipment and systems of work that are safe and well maintained.
- Safe arrangements for the handling, storage and transportation of articles and substances.
- Safe and healthy working conditions that take account of appropriate statutory requirements, codes of practice and guidance.
- Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner.
- Safety and protective equipment and clothing, with associated guidance, instruction and supervision.
- Adequate information for visitors and guidelines for contractors working at the Academy.

RESPONSIBILITIES OF THE PRINCIPAL

The Academy Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions around the site for all staff, students and visitors.

The Principal will take all reasonably practicable steps to ensure that the health and safety policy is implemented across the Academy.

The Principal will designate a senior leader to be the Academy's Health and Safety (H&S) Manager, reporting to the Trust Health and Safety Manager.

The Principal will report to the Academy Governing Body or nominated Governor for health and safety any incidents requiring RIDDOR notification and what resulting mitigations have been put in place to prevent future incidents.

RESPONSIBILITIES OF THE HEALTH AND SAFETY MANAGER

Each appointed Health and Safety Manager is responsible for the day-to-day implementation of the health and safety policy and will be the designated contact with the Health and Safety Executive.

The Health and Safety Manager will work closely with the nominated Governor for health and safety to:

- Undertake a review of generic Risk Assessments.

- Carry out periodic reviews and safety checks on the findings of the Risk Assessments and health and safety audits completed by the Academy site team.
- Consult with members of staff, including safety representatives on health and safety issues.
- Contribute to the termly health and safety report presented to the Governing Body.

RESPONSIBILITIES OF THE SUPERVISORY STAFF

All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.

In addition to the general duties that all members of staff have, they will be directly responsible to the Health and Safety Manager for the implementation and operation of the Academy's health and safety policy within their relevant departments and areas of responsibility.

Responsibility for aspects of health and safety are written into the job descriptions of the Academy's Leaders/Managers.

All Leaders/Managers are to undertake specific risk assessments within their specialist area of responsibility, e.g. practical based subjects, such as PE, Technology, Art and Science.

Supervisory staff will take a direct interest in the Academy's health and safety policy and in ensuring that staff, students and others comply with its requirements. In addition, they will ensure new employees working within their area are given instruction in safe working practices and monitor the standards of health and safety throughout the area in which they work, and where necessary report to the appropriate individual, as appropriate, any health and safety concerns.

RESPONSIBILITIES OF ALL MEMBERS OF STAFF

All staff are expected to familiarise themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

Staff should always take a common sense and proportionate approach, remembering that in schools risk assessments and risk management are tools to enable students to undertake activities safely, and not prevent activities from taking place.

In particular, members of staff will:

- Be familiar with the health and safety policy and all safety requirements laid down by the Governing Body.
- Co-operate with their employer in respect of health and safety around the site and in office and learning environments.
- Ensure that staff, students, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively.
- To check that all plant, machinery and equipment are in good and safe working order and adequately guarded before use. Not to make or allow improper use of such plant, machinery and equipment.
- Use the correct equipment and tools for the job and wear/make use of any protective equipment or safety devices that may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities that they observe to the Health and Safety Manager or Academy site team.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

HEALTH AND SAFETY GOVERNOR / GROUP

Each Academy Governing Body will have a designated governor with responsibility for health and safety, he/she will attend health and safety working group meetings to monitor health and safety issues within the Academy.

The role and constitution of this H & S Group and arrangements for staff to report health and safety matters can be found in Appendix 1.

3. FURTHER GUIDANCE

A Department for Education (DfE) guidance note on the statutory responsibilities of schools is available at: <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

4. HEALTH AND SAFETY ARRANGEMENTS

REPORTING ACCIDENTS AND ACCIDENT INVESTIGATION

All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form. The completed form should be given to the designated senior leader or the Trust Health and Safety Manager. Certain accidents must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The designated senior leader or the Trust Health and Safety Manager will ensure that the Health and Safety Executive is informed of reportable incidents, via the Local Authority Health and Safety section using the form at Appendix 3.

All accidents will be investigated by an appointed person and the outcomes recorded on the accident report form.

After an investigation, any alteration to either operational procedures or the built environment will take place to avoid any reoccurrence and a risk assessment will be carried out, or the existing assessment amended, to avoid a reoccurrence of the accident.

Significant accidents as defined in the RIDDOR 2013 must be reported to the HSE as soon as possible by email and telephone.

REPORTING HAZARDS

Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.

Hazards should be reported to the Academy nominated Health and Safety Manager, Site Manager or member of the caretaking team. A verbal communication should be followed up by a written email.

FIRST AID

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, each Academy will ensure that there are adequately trained staff and appropriate equipment and facilities for providing first aid in the workplace.

A DfE good practice guide, 'Guidance on First Aid for Schools' has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties.

A copy of this guidance on good practice can be found at:

<https://www.gov.uk/government/publications/first-aid-in-schools>

EQUIPMENT, RISK ASSESSMENTS AND HAZARDOUS MATERIALS

Personal Protective Equipment (PPE) such as clothing/gloves/masks/helmets must be provided and used by technicians, site staff and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

Before any non-teaching tasks that present a risk take place, all staff should be mindful to either, seek out and consult a risk assessment that may already be in place to cover the task or where this is not the case, consider any risks and mitigate them before proceeding through the use of a new risk assessment.

Before any work takes place by an external contractor, all relevant risk assessments and method statements should be requested. These should be checked by the relevant responsible person to ensure any risk is sufficiently controlled. In addition to this, if the work falls within the remit of any of the permits to work that are in place, one of these should also be filled in prior to work starting. Permits to work exist for: roof work, hot working, HV electrical work, excavations and confined space working.

Where PFI exists, the PFI company will require all relevant risk assessments and method statements.

The following equipment will be checked annually by approved inspectors/contractors or an appropriately trained member of staff, where necessary, as determined by the PFI company:

- Fume cupboards.
- All portable electrical appliances.
- All gas appliances and equipment (including those in Science labs).
- All workshop equipment, e.g. lathes, kilns, dust extraction and heat equipment.
- Fixed and portable gymnasium/sports equipment.
- Lifts and hoists.
- Other plant and equipment, e.g. boilers, air handling units (these may require more frequent checks than annually as dictated by guidance and legislation).
- External doors and fire doors linked to the fire alarm panel.
- Automatic doors and shutters (doors require a six monthly check).
- Car park barriers, powered gates and pedestrian gates (six monthly check).
- Kitchen equipment and kitchen ventilation (in catering kitchens).
- Temperature mixing valves on water services.

When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the Trust Health and Safety Manager, to ensure that it meets appropriate educational standards and that its installation and use conforms to health and safety requirements.

Hazardous equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. All items should be documented. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionizing Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

5. FIRE SAFETY

Each Academy Governing body is to ensure that the premises are operated in such a way that it conforms to the Regulatory Reform (Fire Safety) Order 2005. On this basis, the duty holder will be the Maltby Learning Trust. The responsible person(s) will be the designated senior leader or the Academy Principal.

It is important that all responsible persons and any subsequent deputy named responsible person or staff employed in the monitoring or control of the risk should have suitable ability, experience, training and resources to enable them to carry out their role.

Each Academy Governing Body has a separate fire policy for ensuring that all fire safety precautions are taken and that there is an effective evacuation plan in place. This policy should be disseminated to all staff and should be reviewed annually or when major work occurs at the premises.

A copy of the Academy's fire policy should be kept electronically in a location where all staff have access to it. A fire evacuation procedure, together with an indication of escape routes and assembly point locations, should be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

Fire alarm and emergency lighting systems will be checked and serviced in line with legislative requirements by a BAFE registered contractor and testing records maintained. All fire-fighting equipment will be checked annually by an approved contractor and records maintained. Fire alarms will be tested weekly from different points by the Academy site staff or PFI staff when the site is not in use and records maintained. The operation of all emergency light fittings will be checked monthly by Academy site staff or PFI staff and records maintained.

Each Academy Fire Risk Assessment will be maintained on a regular basis and reviewed annually. Actions from the Fire Risk Assessment will be incorporated into the Academy maintenance plans and will be communicated to staff to raise awareness and/or to advise on specific operational changes required to maintain fire safety.

6. ASBESTOS MANAGEMENT

Each Academy Governing body is to ensure that the presence of asbestos within the premises is managed and controlled in such a way that it conforms to the Control of Asbestos Regulations 2012. On this basis, the duty holder will be the Maltby Learning Trust. The responsible person(s) will be the Trust Health and Safety Manager or the Academy Principal.

It is important that all responsible persons and any subsequent deputy named responsible person or staff employed in the monitoring or control of the risk should have suitable ability, experience, training and resources to enable them to carry out their role.

Where necessary, each Academy will have an asbestos register and management plan in place that is kept by the site management team for use by any contractors or staff undertaking any work on a site that may result in the disturbance or release of fibres from asbestos containing materials. The location and condition of such materials is detailed in this document, which is constantly maintained and updated as required. Before any work takes place on a site, this document should be consulted and any procedures contained within it followed.

The condition of any materials containing asbestos is checked monthly by Academy site maintenance staff and recorded in the asbestos register and management plan.

The awareness of all staff working in areas of a site that has asbestos containing materials should be maintained such that they are aware of the risk and they can readily report any incidents that result in damage to it.

If there is a requirement to remove any materials containing asbestos, the Trust Health and Safety Manager should be contacted and only registered contractors should be used to remove it safely.

7. WATER HYGIENE MANAGEMENT

Each Academy Governing body is to ensure that the control of water safety and the risks of legionellosis within the premises is assessed, managed and controlled in accordance with the Approved Code of Practice L8, (the control of legionella bacteria in water systems) and guidance document HSG274. On this basis, the duty holder will be the Maltby Learning Trust. The responsible person(s) will be the Trust Health and Safety Manager or the Academy Principal.

It is important that all responsible persons and any subsequent deputy named responsible person or staff employed in the monitoring or control of the risk should have suitable ability, experience, training and resources to enable them to carry out their role.

A risk assessment will be undertaken to conform with legislation and guidance, which dictates that it will be reviewed every two years and updated if any substantial work takes place to any water systems (for example re-plumbing of pipework) or if there is a heightened risk highlighted by the ongoing control measures (such as positive samples, poor control of water temperatures).

Any new work that takes place to any water systems must be undertaken in line with legislation and guidance and by agreement with the Trust Health and Safety Manager.

Control measures are in place that monitor the following (undertaken by trained staff or qualified contractors)

- Cold water temperature is maintained below 20 degrees Celsius in the tanks and at outlets and recorded.
- Hot water temperature is maintained at over 50 degrees Celsius at outlets and recorded.
- Showers, spray taps and other outlets that produce aerosols are cleaned and disinfected quarterly and recorded.
- Water storage tanks are checked at least annually for dirt and debris and recorded.
- Movement of water takes place throughout the system such that over any week, including holidays, all outlets are run for at least three minutes and recorded.

If any of the controls listed above fall outside stated parameters or give cause for concern, the Trust Health and Safety Manager should be informed and corrective action undertaken.

All work undertaken to water services, scheduled or remedial, should be undertaken within an agreed specification and timescale and recorded.

8. HOUSEKEEPING

The Academy site team in conjunction with the Trust Health and Safety Manager, will monitor the cleaning standards of the cleaners, in conjunction with the cleaning supervisor from the council. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

The Site Manager will monitor the efficiency of the waste collection service, including clinical waste, confidential waste and normal refuse.

The Senior Science Technician will make separate provision for the collection and disposal of laboratory materials (chemicals, broken glass etc.).

The Site Manager will ensure that plant rooms are clear of items of equipment and materials and not used as additional storerooms.

All staff should ensure that fire escape routes and exits within their working environment are kept clear at all times.

9. VISITS

Educational trips and visits must be organised in accordance with the Trust/Academy 'Off Site Procedures'.

10. VISITORS TO AN ACADEMY SITE

All visitors to an Academy will sign in at reception. Where possible, prior notice of visitors should be given to the main reception.

Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

Health and Safety/Fire Evacuation information will be provided to visitors on arrival.

No contractor may undertake work on an Academy site without permission from the Site Manager/Caretaker or the Trust Health and Safety Manager.

Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to an Academy.

Hirers of Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking. Outside of the Academy school hours, hirers should put in place their own procedures for the evacuation of buildings in the event of an emergency.

Whilst on a site, all visitors and contractors must wear an Academy visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in an Academy by reporting to reception and their induction will be completed by the HR staff.

11. SECURITY

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of any buildings should only be used in the event of emergencies and kept secure at all other times.

All Academy site access gates should be kept locked and closed during school hours. If access is needed within these times for vehicles, the Health and Safety Manager or Site Manager/caretaking staff should be made aware.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter any buildings through non-designated access points. It is also necessary to be alert to the possible

presence of unauthorised persons on a site who may constitute a threat to staff, students and bona-fide visitors and contractors.

If a member of staff meets someone on a site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and escort them either to the Academy reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from other staff and the Police should be sought by telephone. A runner to the reception for a '999' call may be quicker than using the internal telephone system.

12. TRAINING

Staff will undertake/have access to relevant health and safety training to help them carry out their responsibilities.

Staff should not use specialist equipment or materials without the correct training.

13. MONITORING, EVALUATION AND REVIEW

Maltby Learning Trust will review this policy every year and assess its implementation and effectiveness.

HEALTH AND SAFETY AND EDUCATION LEGISLATION:

[Health and Safety at Work etc Act 1974 – legislation explained](#)

[The Management of Health and Safety at Work Regulations 1999](#)

The Management of Health and Safety at Work Regulation 2006 (amendment)

Control of Asbestos Regulations 2012

The Regulatory Reform (Fire Safety) Order 2005

ACOP L8 – The Control of Legionella Bacteria in Water Systems 4th edition

Health & Safety Guidance HSG274 Part 2 – The Control of Legionella Bacteria in Hot and Cold Water Systems

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

[Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)

[The Adventure Activities Licensing Regulations 2004](#)

<https://www.gov.uk/government/publications/first-aid-in-schools>

14. LINKED POLICIES, PROCEDURES AND DOCUMENTS

MLT Scheme of Delegation
MLT Business Continuity Plan
Academy Fire Policy
Academy Anti-Arson Policy
Academy Risk Assessments

Offsite Visits & Activities Policy
First Aid Policy
Supporting Students with Medical Conditions Policy
Administration of Medicines Policy

APPENDIX 1 – ACADEMY CONSULTATIVE ARRANGEMENTS

ROLE AND CONSTITUTION OF AN ACADEMY HEALTH AND SAFETY GROUP

An Academy Health and Safety Group's remit is to be used in conjunction with the responsibilities of the Health and Safety Governor(s). The role of the Health and Safety Group is:

- To develop, review and implement the Academy's health and safety policy.
- To discuss and prioritise issues raised from the health and safety inspection report(s) of the Academy.
- To monitor progress on agreed action points from the report.

The constitution of an Academy Health and Safety Investigation Committee comprises:

- Health and Safety Governor(s) - Terms of Reference are included in the MLT Scheme of Delegation.
- Chief Executive Officer.
- Executive Principal/Principal.
- Designated Senior Leader.
- Chief Finance Officer.
- Chief Operations Officer.
- Trust Health and Safety Manager.
- Site Manager or representative from the site team.

The following staff will be invited to attend or participate in Health and Safety Group meetings or inspections as required:

- SENDCO.
- Health and Safety Manager.
- Family Liaison Officer.
- Union Health and Safety Representative(s).
- Site Manager or representative from the site team.
- Principal Health and Safety Officer for Children & Young Peoples Service, RMBC.

The Health and Safety Investigation Committee will meet to consider Health and Safety incidents/near miss incidents.

APPENDIX 2 – REPORTING HEALTH AND SAFETY ISSUES

Academy staff should use the procedures at Attachment 1 & 2 to this appendix for the reporting of all health and safety issues.

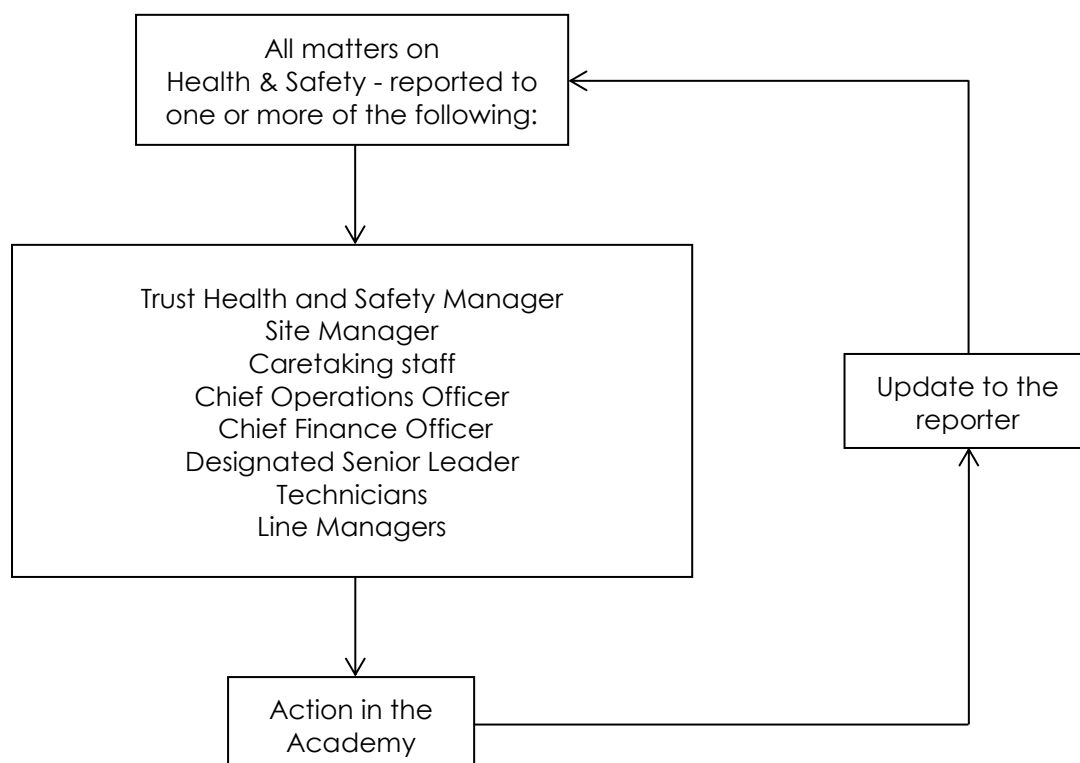
ATTACHMENTS:

1. Procedures for the reporting of all Academy health and safety issues.
2. Procedures for the Representatives Health and Safety Inspection Report.

ATTACHMENT 1

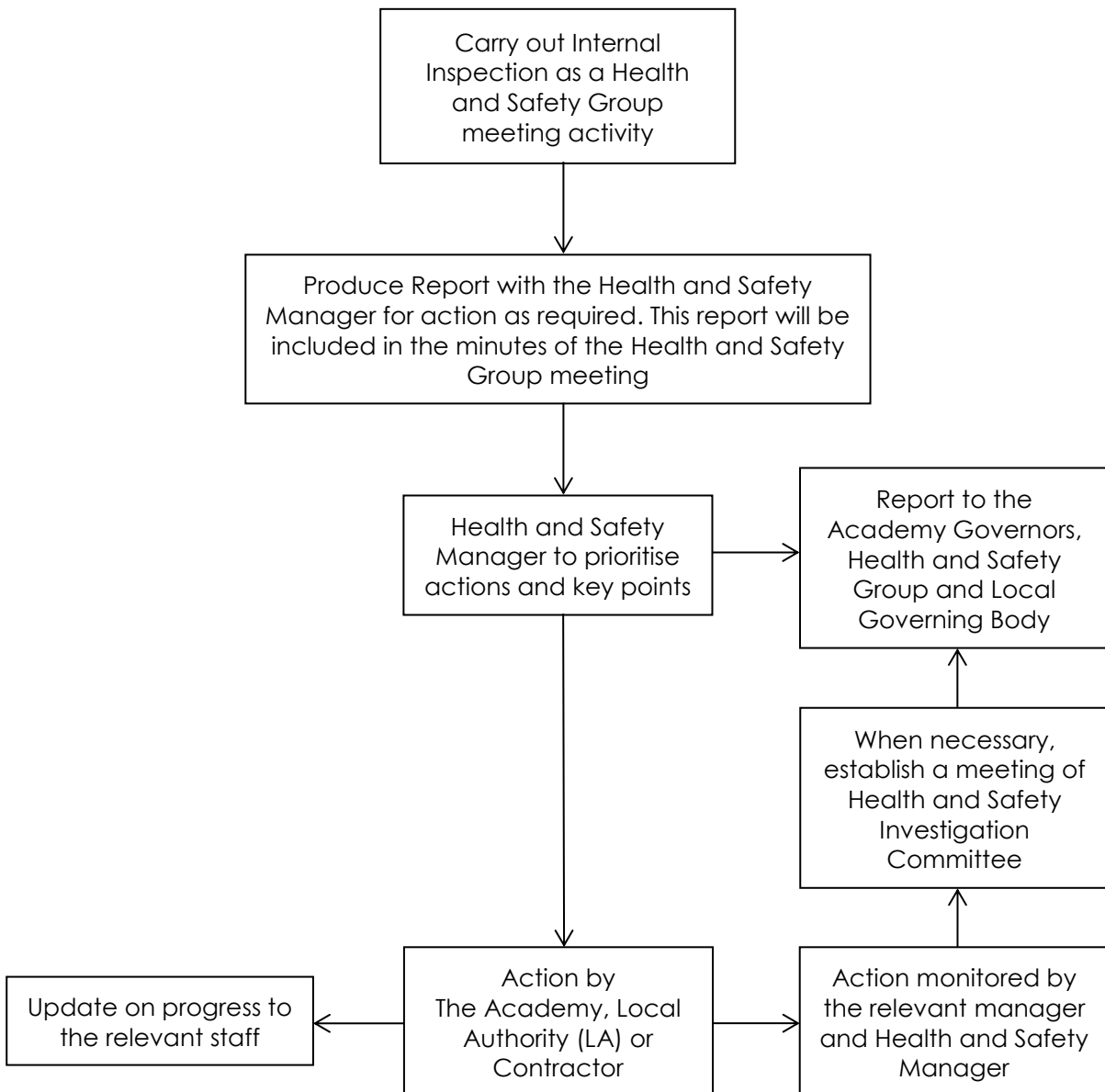
All staff have a responsibility to report matters of health and safety.

The procedure to be followed for the reporting of all health and safety matters is as follows:



ATTACHMENT 2

The Academy Principal will retain overall responsibility for authorising health and safety representative(s) to carry out a formal inspection of the Academy buildings and surrounding site. The procedures for carrying out the inspection and the reporting of its findings are set out below:



RIDDOR Notification to Emergency and Safety Team

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| Injuries to be notified: <ul style="list-style-type: none"> Employee fatality or 'Major Injury' notify immediately (employee includes trainees, part-time and temporary staff, see Accident Book for definition of 'Major Injury'). Employee seven days absence caused by injury at work notify on 4th day of absence. Student (or other non-employee) fatality or taken directly, by whatever means, from site to hospital notify immediately (e.g. from school, visit away from school or work experience). | | |
| Name of injured person: | Occupation: | Age: |
| Home address and postcode of injured person: | | |
| Date of accident: | Time of accident: | |
| Description of injury: | | |
| Place and postcode where accident occurred: | | |
| Description of how accident occurred: | | |
| Witnesses to the accident: | | |
| Person making this report: | | |
| Position: | | |
| Actions taken as a result of the accident: | | |