



The
Maltby Learning Trust

MLT Health and Safety Policy

Date Last Reviewed: October 2020
Reviewed by: Premises and Facilities Manager
Approved by: CEO

1. STATEMENT OF INTENT

1.1. Introduction

Maltby Learning Trust ("the Trust") is committed to providing a safe and healthy working and learning environment for all its employees, learners, visitors and contractors, in accordance with its responsibilities under the Health and Safety at Work Act 1974 and subsequent or associated legislation.

The Trust will pay particular attention to:

- Providing and maintaining a safe place of work, with safe systems, equipment, and environment in which to work and study.
- Providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities.
- Taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, regular internal review, assessments, maintenance, and inspections.
- Providing a robust health and safety organisational structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance.

The Trust will strive to maintain or improve its' arrangements through on-going monitoring and review processes.

The Trust Health and Safety policy requires the individual Academies and central office to have their own specific Health and Safety policy and procedures in accordance with the Trust Health and Safety policy framework.

1.2. Purpose

This policy sets out the Trust's general approach and commitment together with the organisation and arrangements it has put in place for managing health and safety across the Trust.

1.3. Scope

The Health and Safety policy applies to all employees employed throughout the Trust. In adherence with the policy employees are required to take reasonable care for their own health and safety, and for that of others who may be at risk of being affected by their acts or omissions.

All visitors and contractors are also required to adhere to this policy and must be capable of demonstrating their compliance with the associated policies and procedures which are associated with this policy.

1.4. Policy Review

The Trust will make arrangements to monitor and review the effective implementation and maintenance of this policy and associated procedures. A review of the policy and associated procedures will be undertaken on an annual basis or earlier.

2. ROLES AND RESPONSIBILITIES

2.1. The Trust Board

The Trust Board has a corporate responsibility for ensuring that the Trust fulfils all its legal responsibilities in respect of health and safety. This specifically includes ensuring that:

- There exists an up to date and effective policy for health and safety management across the Trust which is supplemented by underpinning policies and procedures as appropriate.
- Their employer responsibilities are met, through the appointment of competent person(s) to provide professional advice on health and safety matters.
- There are arrangements in place to consult employees about the risks at work and current preventive and protective measures.
- There are arrangements in place to assess risks to employees, learners, visitors and contractors who could be affected by their activities.
- All employees are given appropriate information and training to enable them to understand and fulfil their responsibilities with regard to health and safety.
- Funds are allocated appropriately to meet the requirements of this policy and relevant legislation.
- Notification and reporting procedures to the relevant statutory authorities are carried out.
- External independent reviews are undertaken on a periodic basis to supplement internal reviews by the competent person(s).
- Health and safety matters are a standing agenda item at all SRFA meetings.

Each Trustee will be committed to setting a personal example on all matters of health and safety and promoting a positive health and safety culture across the Trust.

2.2. The Trust Health and Safety Working Group

The Trust Health and Safety Working Group will:

- Consist of the Chief Finance Officer, the Trust Facilities Manager and a nominated Trustee.
- Advise the Trust on the adequacy and effectiveness of the Trust's systems and arrangements for risk management including that for health and safety.

2.3. Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for ensuring that the duties of the Trust Board are met, and that all organisational responsibilities and arrangements as set out in this policy are communicated implemented and maintained.

2.4. The Local Governance Committee

Each Local Governance Committee is responsible for overseeing and monitoring the effective implementation and adherence to the Trust Health and Safety policy in their individual academies. This includes to:

- Approve and adopt an up to date and effective policy for their individual Academy health and safety management with associated procedures and in accordance with the Trust Health and Safety policy framework.
- Monitor, review and evaluate the Academy's health and safety performance.
- Ensure regular safety inspections are undertaken with the support and advice of the Trust's health and safety manager if applicable.
- Receive from the Principal or his/her nominated person termly reports on health and safety matters and report to the Trust Board key information on:
 - Number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result.
 - Number of instances of staff absence due to workplace related injury or work-related mental impairment eg stress related.
 - Health and safety training completed.
 - Progress against the health and safety external review action plan or any other recommended actions from inspection reports.

- Reviews of policies and procedures within the Trust framework.
- Ensure that when considering and recommending the Academy's budget to the Trust Board appropriate resources have been allocated to meet the requirements of the Trust policy and to meet statutory requirements.
- Ensure health and safety is a standing agenda item for Local Governance Committee meetings.
- Select an Academy governor with specific responsibility for health and safety.
- Ensure that the advice from the Trust appointed health and safety manager is sought and recommended actions implemented.
- Each Academy governor will be responsible for promoting and maintaining a positive health and safety culture within their Academy and across the Trust.

2.5. The Principal

The Principal has the overall responsibility for the day to day management of health and safety within their individual Academy. They may delegate functions and responsibilities in respect of health and safety matters to other employees within their Academy, however this does not relieve them of the overall management responsibility.

This includes to:

- Produce for approval and adoption by the Local Governance Committee, an Academy Health and Safety policy and associated procedures (in accordance with section 3 of this policy), ensuring that this is regularly reviewed and revised annually.
- Provide the Local Governance Committee with regular reports on all health and safety matters including but not limited to key information on:
 - Number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result.
 - Number of instances of staff absence due to workplace related injury or work-related mental impairment eg stress related.
 - Health and safety training completed.
 - Progress against the health and safety external review action plan or any other recommended actions from inspection reports.
 - Reviews of policies and procedures within the Trust framework.
- Ensure that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary, and providing information to employees, governors and trustees as appropriate.
- Ensure adequate and appropriate first aid provision.
- Ensure that effective management procedures are in place for emergency situations (eg in the event of fire or security breach).
- Ensure that all employees within their Academy receive the necessary health and safety information, instruction, training and supervision to conduct their roles and responsibilities safely.
- Ensure that all the Academy's pupils, students, contractors or visitors understand and follow Academy policies or procedures which apply to them.
- Promptly inform the Chief Executive Officer of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy. Wherever reasonably practicable this should be prior to action being taken.
- Ensure that health and safety investigations are carried out where necessary and implement actions required to eliminate/reduce future risks to health and safety.
- Ensure that the advice of the Trust health and safety manager or the Trust is acted upon.
- Ensure that consultation arrangements are in place for Academy employees and their trade union representatives (where appointed).

- Ensure appropriate and reasonable adjustments are made to provide for health and safety of employees who may have a temporary or permanent impairment meaning they require additional support or protection.

2.6. Trust Health and Safety Manager

The Trust appointed health and safety manager is a suitably qualified (NEBOSH qualified or actively working towards) and experienced individual who will advise the Trust and their nominated individual academies on all matters in respect of health and safety.

This will include to:

- Assist with the development and maintenance of Trust wide and Academy specific health and safety policy and procedures.
- Assist with establishing procedures and monitoring arrangements for the conducting and implementing of routine health and safety activities (e.g. Fire Safety) as required.
- Ensure that procedures are in place or implemented to collate and store information related to accidents and other health and safety data and related information and that periodic checks are made on the adherence to the agreed procedures.
- Assist with and, where appropriate, conduct investigations regarding the circumstances and causes of accidents as required.
- Ensure that procedures are in place or implemented, and that periodic checks are made on the adherence to the agreed procedures, to ensure that records are maintained and updated to meet the requirements set out in the relevant health and safety legislation and regulations;
- Advise the Trust on the implications of new or changing health and safety legislation and make recommendations accordingly.
- Contribute to the development, implementation and ongoing maintenance and monitoring of health and safety action plans enabling regular updates to leadership, governors, and trustees.
- Contribute to the development and monitoring of key performance indicators to support the Trustees in monitoring the effectiveness of the health and safety policy and procedures across the Trust and attend meetings with Trustees to discuss as appropriate.
- Support leaders/managers to maintain safe systems of work, implement best practice and provide specialist advice, coaching and practical support as required.
- Assist leaders/managers and staff with health and safety issues and support the role of the Trust/Academy health and safety working group as required.
- Assist leaders/managers in implementing health and safety systems and procedures to meet specific requirements, such as accident reporting, departmental risk assessments, COSHH etc;
- Access professional support and guidance from other relevant organisations and external sources as necessary.

2.7. All Employees

All employees of the Trust have a responsibility to take due care of their own health and safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.

All employees of the Trust will act responsibly to ensure that they:

- Understand and comply with the Trust and their individual Academy's health and safety policy and procedures at all times.
- Co-operate with the Trust and individual Academy leadership on all matters relating to health and safety.

- Only use equipment or machinery that they are competent or have been trained to use.
- Use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance and correct operating procedures.
- Make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons.
- Report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation.
- Immediately report any concerns or issues in the interests of health and safety (eg equipment/premises defects; policy or procedure failures) in accordance with procedures.
- Do not misuse anything that has been provided for health and safety purposes.
- Encourage pupils and students to follow safe practices and observe safety rules including:
 - Follow instructions by a member of staff in case of emergency.
 - Not intentionally interfere with safety equipment, eg fire extinguishers and fire alarms.
 - Inform a member of staff of any situation, which may affect their safety or that of another pupil or student.

2.8. Visitors and Contractors

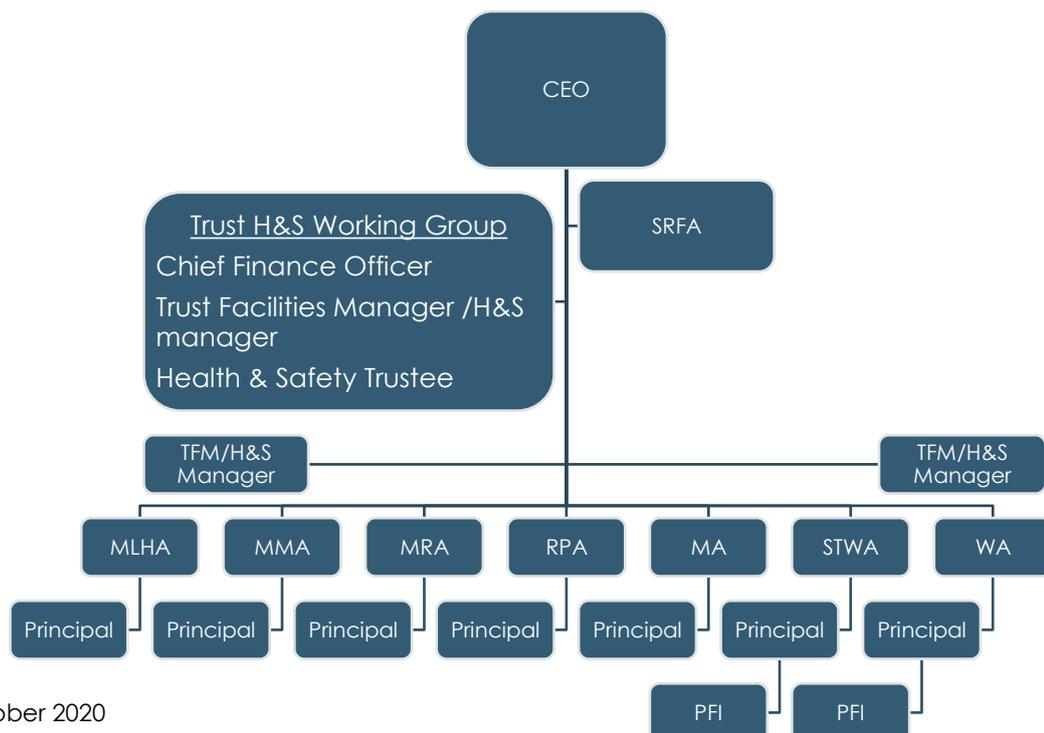
The Trust recognises its responsibility for the actions and safety of visitors and contractors on its premises.

Visitors must be escorted at all times and must not be placed at risk when conducting their business in any of the Trust/Academy premises.

All contractors are required to read, understand and comply with the health and safety procedures (including emergency procedures) on each Trust/Academy site; all contractors and any of their sub- contractors involved will agree the risk assessment and safe systems of work to be used prior to any works commencing on a Trust/Academy site. A contractor at work policy will be available to supplement this health and safety policy.

2.9. Health and Safety Responsibility Structure

The health and safety responsibility structure for the Maltby Learning Trust is set out in the diagram below.



3. ARRANGEMENTS

3.1. Consultation with Health and Safety Representatives

Each Local Governance Committee and Executive Principal/Principal is responsible for ensuring effective arrangements are in place to consult employees on matters relating to health and safety. This will be provided through inclusion of health and safety in employee staff meetings (for learners in appropriate pupil or student council meetings), briefings and appropriate programmes of training. All employees and learners will be strongly encouraged to discuss safety concerns, report accidents, incidents or near misses and be encouraged to promote a positive health and safety culture.

Under the Safety Representatives and Safety Committee Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the Trust or Academy in writing when a health and safety representative has been appointed and, where this is the case, the Trust/Academy will consult with that representative on all health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Trust/Academy will consult in good time with health and safety representatives on any measures, which may affect the employees represented by the health and safety representative. The Academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

3.2. Health and Safety Information and Training

a) Health and Safety Inductions – All new employees

Principal is responsible for ensuring that each new employee appointed in their Academy completes a health and safety induction. This would normally be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions for all employees will include (but not restricted to) information on:

- The location of the health and safety law poster.
- Health and safety responsibilities outlined in their job description.
- How they can access health and safety policies and information.
- How they are able to raise any concerns or issues they may have in regard to health and safety matters.
- First Aid provision – location of first aid boxes, names of first aiders.
- Accident/Incident and 'Near Miss' reporting – location of accident/incident/near miss forms, reporting procedures.
- Fire and Emergency procedures – what to do in an emergency, what does the fire alarm sound like eg continuous or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points.
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities.
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored.
- Read and sign all risk assessments/safe systems of working that are relevant to their normal tasks.

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided.

b) Health and Safety Training – All employees

Each Principal is responsible for ensuring that each new employee appointed in their Academy completes the following mandatory training as early as practicable following their start of their employment. This includes:

- Fire awareness – All staff
- COSHH awareness – Applicable staff
- Manual handling – Applicable staff
- Working at height (eg ladder, stepladders) – Applicable staff

c) Designated First Aiders/Designated Fire Marshals

Each Principal is responsible for ensuring that they have an adequate number of designated first aiders and prior to designation they are fully trained and receive a valid certificate in competence in first aid at work. Refresher training will be undertaken within 3 years to continue designation as first aider. Other staff may benefit first aid awareness.

Each Principal is responsible for ensuring that they have an adequate number of fire marshals and prior to designation they are fully trained in fire awareness and in the operation of fire fighting equipment. Refresher training will be undertaken annually for each designated fire marshal.

d) Asbestos Management Training

The Trust will make arrangements for ensuring that the following employees across the Trust will complete Asbestos Management Training as early as practicable following the start of their employment/appointment. Training will be refreshed on a three-year cycle or sooner:

- Trust Facilities Manager / Health and Safety Manager
- Person responsible for Asbestos register at each site

e) Asbestos Awareness Training

The Trust will make arrangements for ensuring that the following employees across the Trust will complete asbestos awareness training as early as practicable following the start of their employment/appointment. Training will be refreshed on three-year cycle or sooner:

- Premises/Site Manager/Caretaker/Cleaners (if not trained in Asbestos Management)

f) Legionella Training

The Trust will make arrangements for ensuring that the following employees throughout the Trust will complete Legionella Management Training early as practicable following the start of their employment/appointment:

- Trust Facilities Manager / Health and Safety Manager
- Premises/Site Manager/Caretaker

3.3. Health and Safety Monitoring and Inspections

A general inspection of each Academy will be conducted on a termly basis and undertaken by the nominated health and safety manager, in liaison with the Executive Principal/Principal. The competent person undertaking such inspection will complete a

report in writing and submit this to the Executive Principal/Principal and agree appropriate actions prior to finalising and submitting to the Chief Finance Officer.

The Academy governor with specific responsibility for health and safety will be involved in the inspection on an annual basis.

Inspections will be conducted jointly with the Trust/Academy health and safety representative(s) if possible.

The Trust will make arrangements for an external independent health and safety review on a regular basis.

3.4. Risk Assessments

In accordance with the Management of Health and Safety at Work Regulations (1999) the Trust will ensure that arrangements are in place for carrying out risk assessments of work activities to identify significant hazards that could harm either employees or others affected by the activity, in order to decide what actions are required to eliminate, reduce or manage the risk as far as is reasonably practicable. Where control measures are implemented they will be reviewed on an annual basis or as required (eg as a result of an accident/near miss, a change to the work activity or a change of legislation).

Any individual given the responsibility for undertaking a risk assessment or approving a risk assessment will be suitably qualified individuals who are aware of the processes involved and maintain a record of the assessment in accordance with Appendix A.

All risk assessments will be approved by the Executive Principal/Principal or his/her nominated individual and a risk assessment register in accordance with Appendix B maintained by the appropriate nominated manager. All employees are made aware of any changes to risk assessments relating to their work.

Specific risk assessments relating to individuals will be held on that person's file. It will be the responsibility of employees to inform the Executive Principal/Principal or his/her nominated individual of any medical condition (including pregnancy) which may impact upon their work.

Advice and assistance on the completion of risk assessments may be sought from the Trust health and safety manager.

3.5. First Aid

The Health and Safety (First-Aid) Regulations 1981 places a legal duty on the Trust and its' Academies to provide 'adequate and appropriate' equipment, facilities and qualified first aid personnel to ensure all employees receive immediate attention if they are injured or taken ill whilst at work.

This legal duty does not make first-aid provision for non-employees; however, it is strongly recommended by the Health and Safety Executive and therefore it is the Trust's policy that provision should be made for them at all its' Academies.

Each Principal is responsible for ensuring that legislation and supporting Trust guidance is complied with. A first aid provision risk assessment must be produced by each Academy in line with the legislation requirement.

3.6. Accident, Incident and Near Miss Reporting Procedures

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) all employees are required to report any:

- Accidents – any unplanned event that results in injury or damage to property, plant or equipment.
- Incident – an unexpected and usually unpleasant event that has happened. This includes acts of aggression or verbal abuse.
- Near miss – an unplanned event that did not result in injury, illness, or damage, but had the potential to do so.

Each Academy will have a procedure in place to collect personal information about the (potentially) injured person(s) in relation to accidents, incidents, near misses, or dangerous occurrences arising out of or in connection to their work. This procedure includes a record form which must be kept safely and accessible to all employees. All completed records will be retained in a secure location once completed and in accordance with the Data Protection Act 1998.

Each Principal will review and report (in accordance with paragraph 2.4 of this policy) on the occurrences of accidents, incidents, near misses, or dangerous occurrences which have taken place each term (and cumulatively during the academic year) and any actions taken as to reduce or eliminate the risk of future occurrences of any particular instance.

Where any serious injury results in an employee or visitor requiring medical attention at a hospital, then the Trust health and safety manager should be immediately notified by the Principal for advice and assistance in the investigation process and reporting to the Health and Safety Executive (HSE) where required in accordance with RIDDOR 2013. Where injuries involve learners the parent/carer will be notified by the Principal or his/her nominated person.

Records must be securely retained for at least three years after any incident which:

- Requires reporting in accordance with RIDDOR 2013.
- Is an occupational injuries which results in an employee being away from work or incapacitated for more than 7 consecutive days.
- Is an occupational accident causing injury which results in an employee being away from work or incapacitated for more than 3 consecutive days (not counting the day of the accident but including any weekends or other rest days).

Each Principal is responsible for ensuring that legislation and supporting Trust guidance is complied with.

3.7. Fire Safety

The Trust recognises the importance of ongoing management of fire safety in each of its Academies as part of safeguarding the safety of its employees, learners, visitors and contractors. Each Academy is required to comply with the Regulatory Reform (Fire Safety) Order 2005 following accepted standards of good practice, having its first priority the immediate and total evacuation of the building upon the discovery of fire, and ensure that adequate means of escape in the case of fire exist for all persons on each Academy site. The Trust operates a strict no smoking policy across all Trust premises and grounds.

The Principals' Responsibilities

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'Responsible Person' to ensure that its fire safety management and in particular, fire equipment, fire notices, and fire drills are in place and up to date.

The 'Responsible Person' is the Principal of each Academy, who is responsible for ensuring that appropriate arrangements are in place to ensure the safety of premises

and occupants. This shall be in accordance with current legislation and supporting Trust guidance. Each Academy must produce a Fire Evacuation Plan in support of this policy.

3.8. Electrical Safety

The Electrical at Work Regulations 1989 set out specific requirements on electrical safety which are in addition to general health and safety duties.

These apply to all Academies and can be categorised as follows:

- Fixed Electrical Systems – those which are embedded into the structure of the building and provide power to portable or permanently sited equipment.
- Portable Appliances – those that are plugged in or wired into the fixed electrical system.

Risk assessments on electrical safety will take account of the requirements of the Electricity at Work regulations which cover both the fixed electrical systems and portable appliances.

The Principal of each Academy will ensure that all fixed electrical installations are inspected by a qualified electrician at least every 5 years.

The Principal will ensure that all portable appliances will be visually inspected at the beginning of each term, or more frequently, if its use or environment suggests this to be necessary eg obvious signs of misuse, damaged or discoloured plug tops, worn or loose cables. All portable appliances should be subject to a detailed inspection and test at a frequency dependent on the use of the equipment and determined by a qualified electrician.

Any faulty or damaged appliances will be removed from use and either repaired by someone qualified to do so or disposed of to prevent its further use (and in accordance with appropriate disposal procedures). The item will be labelled with a 'Do not use' sticker attached until it is suitably repaired.

The Trust or its Academies will not accept gifts or second-hand appliances, or bring in their own appliances from home, unless a qualified electrician has tested the equipment and records provided of that test (PAT test).

The Trust or its Academies will not sell any electrical items which it no longer has use of.

3.9. Asbestos

Asbestos is a term used for various forms of naturally occurring fibrous silicate minerals, which were extensively added to building materials used in the UK from the 1950's to 1980's. Any building built before 2000 can contain asbestos. The most hazardous Asbestos Containing Materials (ACM's) were used to insulate or fire protect.

All ACM's should be controlled regardless of type. ACM's can be found in under floor services, floor, ceiling tiles, pipe covering, artex ceiling and heat deflection materials as well as many other forms.

To ensure that risks from asbestos in places of work are managed, the Control of Asbestos Regulations 2012 place duties on those responsible duty holders for the maintenance or repair of work premises.

The Trust acknowledges the health hazards associated from exposure to asbestos and their duty and commitment to manage Asbestos and to protect employees, learners, contractors, visitors and any other persons with the potential to be exposed to Asbestos Containing Materials (ACM's), also to reduce to the lowest level 'reasonably practicable' the spread of asbestos from any place where work is carried out within a Trust premise.

Each Principal is the duty holder for asbestos management at their Academy and has an overall responsibility for the safe management, maintenance and repair of the Academy buildings under their control.

The Principal of each Academy constructed before year 2000, is responsible for ensuring that they comply with the Trust's asbestos policy and procedures including:

- They hold an up to date asbestos register.
- They hold an up to date asbestos management plan.
- Refurbishment and demolition asbestos surveys are carried out prior to any building works.
- Appropriate, effective, and up to date asbestos information and training is made available to employees.

3.10. Legionella

Legionnaires' disease is a severe pneumonia caused by the Legionella bacterium. People become infected when they inhale aerosols from a contaminated source. Early symptoms include muscle aches, tiredness, headaches, dry cough and fever. Sometimes diarrhea occurs and confusion may develop. Legionnaires' disease can cause long term health problems.

The Trust recognises the need to take all reasonable steps to prevent the organism Legionella Pneumophila from coming into contact with employees, learners, visitors, or contractors in a potentially hazardous manner.

The Principal is responsible for:

- Appointing an appropriately qualified person(s) to undertake a legionella risk assessment (reviewed at least every 2 years or earlier) and set up the academy legionella log book.
- Ensuring that any persons with designated duties are documented and made known to relevant employees.
- Ensuring that the routine legionella control tasks designated to an employee(s) or by specialist contractor are carried out and recorded in the Academy Legionella log book.
- Ensuring that all persons designated with a duty have the time, resources, knowledge and training to carry out that duty.

3.11. Manual Handling

The Trust recognises that there will be occasions where items/ equipment need to be moved and its' responsibility to provide guidance on measures that should be taken to ensure manual handling tasks (lift, support a load, pushing, pulling, setting down, turning, twisting and reaching) are carried out safely.

Where there is a regular need for manual handling, risk assessments will be conducted in accordance the Manual Handling Operations Regulations 1992. This will highlight correct procedures, set in place control measures, and additionally identify manual handling equipment that will negate lifting.

The Principal of each Academy will ensure that appropriate risk assessments, equipment and training are provided for moving and manual handling tasks. Accident and absence statistics will be monitored to evaluate the effectiveness of manual handling practices.

Employees have a duty to make full and proper use of any equipment, systems of work and training provided for their safety.

3.12. Working at Height

The Trust recognises and accepts its responsibilities to ensure that all work undertaken at height is conducted safely and effectively in accordance with the Working at Height Regulations 2005. Falls from height are one of the biggest causes of workplace fatalities and major injuries and working at height should be avoided whenever possible. Sometimes, this may not be practical and for particular low risk light work at height of short duration a step stool, step ladder or ladder may be considered as the most appropriate method of access.

Working at height includes any work activity where a person could fall from the place of work and could suffer an injury or be killed. This includes working in or on vehicles but does not include staircases in buildings. It also includes getting to and from a place of work at height.

The Principal of each Academy will ensure that appropriate risk assessments, fully maintained equipment and training are provided for working at height. Accident and absence statistics will be monitored to evaluate the effectiveness of working at height procedures.

Employees will not undertake any activity that involves working at height or use of equipment designed for tasks that involve working at height unless they have received appropriate formal training.

3.13. Lone Working

The Trust recognises that there may be an increased risk to the health and safety of employees whilst working alone. Lone working procedures will apply for those employees who are working:

- During normal working hours (Monday – Friday 07.30-17.00 in term time) at an isolated location within the normal workplace; or
- Outside normal working hours unaccompanied

Each Principal and their nominated person(s) are responsible for ensuring suitable procedures are in place for undertaking risk assessments of all situations requiring lone or unaccompanied working in their individual Academy, and that any control measures identified are implemented. The Principal will ensure that all necessary employees are fully aware of any precautions or specific methods of work to be followed, including the action to be taken in the event of an emergency.

Employees will only undertake lone working following appropriate authorisation in accordance with their Academy's safe systems of work and any associated procedures. Where appropriate this may include an approved list of lone working activities, outlining situations where lone working may be authorised and the necessary precautions or work methods to be followed. Provided such requirements can be met, lone working may be deemed to have been authorised and it is the responsibility of the individuals concerned to ensure that all necessary precautions or work methods are adhered to at all times.

3.14. Display Screen Equipment Regulations

The Trust recognises its responsibilities for the health and safety of its' employees when they are working with Display Screen Equipment (DSE) and in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended. Whilst the regulations do not strictly apply to learners, the Trust will aim as far as reasonably practicable to apply equipment, information, and instruction to the levels provided to employees.

Each Principal will ensure appropriate equipment, information, instruction, and training is given to enable employees to assess and record their own DSE work stations, or arranged to receive a DSE assessment and record by the Principal's nominated fully trained competent individual(s) (designated as the DSE Assessor). Where appropriate individuals should be referred to Occupational Health Advisors and recommendations implemented as appropriate. The Trust Facilities Manager is NEBOSH in Occupational Health qualified.

Employees who are working with Display Screen Equipment will take regular breaks from DSE activities and this is suggested at around 5-10 minutes for every hour of concentrated DSE work.

DSE regulations state that the keyboard and screen must be separate, and therefore modifications will be required to laptops that are in prolonged use.

3.15. Control of Substances Hazardous to Health (COSHH)

The Trust acknowledges that no substance can be considered completely safe. In accordance with the Control of Substances Hazardous to Health Regulations 2002, the Trust will take all reasonable steps to substitute as many COSHH substances for safer alternatives as is reasonably practicable. Where no safer alternative is reasonably practicable, the Trust will ensure that employees, learners, or visitors are not exposed to substances hazardous to health.

Any harmful substance will be stored, moved, used, or handled in a manner which is safe. In some cases exposure is controlled by means of appliances such as fume cupboards and dust extraction equipment. Appliances which provide this control will be tested and examined at required intervals.

Each Principal or his/her nominated individual(s) will ensure the:

- Maintenance of an up to date inventory (COSHH register) identifying all hazardous substances used on the Academy's premises and obtain the most current version of the respective material safety data sheets.
- Secure and safe storage of substances in correctly labelled containers that have been deemed as adequate for the substance it contains.
- Replacement of hazardous substances with safer alternatives wherever possible.
- Completion of a risk assessment for the use of any hazardous substances, which present a significant health risk.
- Testing and maintenance of any equipment required for controlling exposure to substances (including personal protective equipment);
- Required and appropriate information, instruction and training is provided.
- Records of assessments are retained on the Academy premises and made available to the relevant individuals on request.
- Exposure of any individual to substances hazardous to health is either prevented or adequately controlled.

3.16. Provision and Use of Work Equipment (PUWER) 1998

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on the Trust and its employees to ensure that equipment used at work is:

- Suitable for intended use;
- Safe for use, maintained in a safe condition (safety features are functioning correctly), and in certain circumstances, inspected to ensure that this remains the case.
- Used only by individuals for its intended purpose and following adequate information, information and training.
- Accompanied by suitable safety measures where required (eg protective devices, markings, and warnings).

Each Principal or their nominated individual is responsible for the effective and full implementation and monitoring of PUWER 1998 in their Academy. All new equipment purchased should be CE marked with declarations of conformity to establish the suitability of the requirements set out in the European Community Law. This includes completion of appropriate risk assessments.

All employees will be responsible for ensuring that they use equipment only for its intended purpose and with required safety/protective equipment or clothing. In advance of using the equipment the employee is responsible for ensuring that they have been given appropriate information, instruction or training:

- The conditions in which and the methods by which the work equipment may be used.
- Foreseeable abnormal situations and the action to be taken if such a situation were to occur.
- Any conclusions to be drawn from experience in using the work equipment.
- Information and instructions required for use are understood.

Employees will not remove equipment from Academy premises for use at home.

3.17. Management of Contractors

The Trust is committed to protecting all its employees, learners, and visitors from any incidents which may be as a result of any works undertaken by a contractor. Alongside this, they are equally committed to ensuring that any contractor working at any Trust Academy, has high standards of diligence to the health and safety of its own employees.

The Trust (and any authorised individual acting on behalf of the Trust through delegated authority) must be satisfied that a contractor has sufficient knowledge of safety standards, technical ability, financial stability and a record of putting them into practice before they are selected for work.

Appointment of Professional Advisers

The Trust will ensure compliance with Construction (Design and Management) Regulations 2015 through the appointment of professional advisers for the procurement and management of any projects which are likely to exceed 30 days or involve more than 500 person days of work. The professional advisors will have included in their terms of reference their responsibility to ensure the following takes place within the CDM Regulations:

- Notification of the Health and Safety Executive (HSE);
- Appointment of a CDM Co-ordinator and Principal Contractor.
- Production of a health and safety file and construction phase plan.

The appointment of professional advisers in the above instances will be undertaken by the Chief Finance Officer.

Management of Contractors Policy

As part of the selection process the Trust or any of its authorised individual(s) will ensure that the Trust's Management of Contractor procedure is followed for tender/quotation/award/monitoring and review of contractors for works on Trust/Academy sites.

3.18. Personal Protective Equipment (PPE)

The Trust recognises the requirement for the use of personal protective equipment (PPE) where it is identified as a required measure to protect employees and contractors whilst they are performing their assigned duties.

Each Principal or their nominated individual will ensure that PPE is provided where required or identified as a control measure following a risk assessment. That appropriate information and training on the proper use and maintenance of it will be provided when issued and that a record of all PPE issued is maintained.

All employees issued with PPE will:

- Wear it at all times while performing their assigned duties
- Ensure the equipment is cleaned and stored as required
- Inform the appropriate individual of any defects in the PPE in accordance with academy procedures.

PPE Risk Assessment

No work will commence without a risk assessment identifying any PPE requirements. Failure to use PPE should be a hazard in itself. All PPE worn must work together with other items of PPE. If this is not possible then the task must not continue until other control measures can be considered and introduced.

It must be remembered that hazards and subsequent risk are still present whilst PPE is being worn.

3.19. Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires the Trust to ensure that any gas appliance, installation, pipework or flue installed at any place of work under their control is maintained in a safe condition, so as to prevent risk of injury to any persons.

No person may work on gas fittings or appliances unless they are competent to do so. The requirements apply to both natural and liquefied petroleum gas (LPG). The work on gas fittings must be carried out by someone on the Gas Safe Register.

The Principal or their nominated individual(s) will ensure that:

- Any contractor engaged to work on gas fittings or installations is 'Gas Safe' registered and appropriately qualified for the work to be carried out.
- All gas systems and appliances are operated and maintained so as to prevent, so far as is reasonably, danger to persons or property.
- That gas pipework, appliances and flues are regularly maintained.
- That all rooms with gas appliances are periodically checked to ensure they have adequate ventilation – no blocked air inlets to prevent draughts, no obstructed flues and chimneys.

3.20. Work Experience

The Trust retains a duty of care for all its learners undertaking work experience and will ensure that any placement is appropriate.

Each Principal or their nominated individual(s) will ensure that:

- All learners are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements will be subject to a pre-placement check carried out by the Academy's suitably competent nominated person (see below) and supporting documentation completed. No work experience placement will go ahead if it is deemed unsuitable.
- Where work placements form part of an agreement with another educational body then the other body will be responsible for ensuring the equivalent placement checks are conducted;
- Arrangements are in place for the learner to be visited and monitored during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) to ensure that a member of the Academy's staff can be contacted should an incident occur.
- All incidents involving learners on work placement activities will be reported to the placement organiser at the earliest opportunity.
- Work placements will take account of the learner's particular special educational need or disability if appropriate.

Suitably Competent Work Experience Nominated Individual

The nominated individual will hold a suitable nationally accredited/recognised qualification(s) in risk assessment principles and practices. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements, particular regard should be given to high risk placements such as construction, agriculture etc.

3.21. Educational Visits

The Trust recognises its duties in the Health and Safety at Work Act 1974 and the regulations made under it apply to activities taking place on or off Academy premises (including Academy visits) in Great Britain.

Any incident occurring overseas is outside HSE's (The Health and Safety Executive) jurisdiction and HSE will not investigate or take action in relation to the actual circumstances of the incident itself. Whether criminal charges should arise from such incidents would be a matter for the relevant national authorities to consider and pursue. Some countries may allow parents and other parties to institute civil actions or private prosecutions following death or injury.

HSE can, however, consider any circumstances relating to activities carried out in Great Britain to support a particular visit which may reveal systemic failings in the management of school trips. This could include general management arrangements, ie risk assessments for the activities, training and competence of staff, co-operation and co-ordination with other parties.

Principals are responsible for ensuring that satisfactory arrangements are made for educational visits organised for their learners including:

- All preparatory work, including travel arrangements and appropriate risk assessments are completed.

- Adequate child protection measures are in place.
- The group leader has sufficient experience and time to organise the visit.
- Training needs have been considered by a competent person.
- Local Authority Education Advisor approval has been granted.
- Local Governance Committee approval has been granted.
- Adult to student ratios are appropriate.
- Arrangements are in place for those with education health care plans (EHCPs) or medical needs.
- Appropriate insurance cover is in place (including cover for volunteers);
- All consent forms have been signed.
- The group leader/supervisor and other nominated persons have a list of all learners and adults on the visit, the contact details of each of them and a copy of the procedure to be followed in an emergency.
- The address, telephone number, and name of contact person at the venue are obtained.
- A contingency plan is in place that caters for any changes in the itinerary or for any delays.

A number of the above tasks may be delegated to a nominated individual (usually known as the Educational Visits Co-ordinator (EVC), however, the management responsibility remains with the Principal.

The Principal must be satisfied that their teachers and staff are competent to lead or supervise any off-site visit. It is a legal requirement that leaders are competent for the activities they are leading. On adventurous activities, leaders with specialist skills and qualifications will be used for the activity elements of the trip.

3.22. Academy Minibus

The Principal or his/her nominated individual will be responsible for ensuring that the RoSPA Minibus Safety Code of Practice is followed and that the minibus has a valid and up to date MOT certificate and insurance cover.

3.23. Offsite Provision for Pupils on Roll/Lettings

The Principal will be responsible for ensuring that procedures are in place for checking the other parties health and safety arrangements and that they are in accordance with the principles of the Trust policy and are covered by appropriate insurances.

3.24. Covid 19 Health and Safety Arrangements

Maltby Learning Trust will adopt a range of approaches and actions which can be seen as a hierarchy of controls that, when implemented, create an inherently safer environment, where the risk of transmission of infection is substantially reduced. This will include:

- Minimising contact with individuals who are unwell by ensuring that pupils or staff who have coronavirus symptoms, or who have someone in their household who does, do not attend the Academy.
- Cleaning hands more often than usual - pupils and staff will be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often, using standard products such as detergents and bleach approved for use in schools.
- Minimising contact and mixing, as far as possible, by keeping pupils in small groups for face-to-face support and keeping those groups as consistent as

possible whilst in the Academy (e.g. for arrival, lunchtime, breaks and departure) and altering the Academy environment (e.g. changing classroom layouts so desks are further apart or dividing groups into different classrooms);

- Classrooms and rooms in use will be provided with a "Safety Hygiene box" which will include, Tissues, Anti-Bacterial Wipes, Anti-Bacterial Cleaning Spray, Face Mask, Full Aprons and Nitrile Gloves.
- Aim to practice social distancing in line with the measures from the government. All flow areas internally and externally will be marked with the "Keep 2 Metres Apart" safety tape and or directional arrows. In addition, corridors and external walls signage will have repeated messages such as the 'catch it, kill it, bin it' approach, regular hand washing and keep two metres apart.

APPENDIX: RISK ASSESSMENT TEMPLATE

Risk Assessment

Academy:

| | | | |
|-----------------------------|--------------|----------------------------|--|
| Risk Assessment for: | | Generic / Specific* | |
| Assessment by: | Date: | Review Date Due : | |

| Hazard | Who might be harmed? | | | | Risk | Current Control Measures | Score | | | What if any further control measures are required | Action Reference | Revised Score following additional Control Measures | | | Date Completed |
|--------|----------------------|---------|---------|--------|------|--------------------------|------------|----------|-------------|---|------------------|---|----------|-------|----------------|
| | Employee | Student | Visitor | Public | | | Likelihood | Severity | Score (LXs) | | | Likelihood | Severity | Score | |
| | | | | | | | | | | | | | | | |
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Notes:
 Specific* = Young Person, new or expectant mother, physical or other condition that may increase personal risk – In these circumstances a specific assessment is required
 Scores: Likelihood – 1-Very unlikely, 2-Possible,3-Probable.

APPENDIX: RISK ASSESSMENT TEMPLATE

Severity: 1 Minor (eg cut/graze); 2 Medium(eg deep cut, sprained ankle); 3 High(eg disability or fatality)

Score 1-3 Low, 4-6 (tolerable) Medium, 7-9 (should be reduced to a tolerable level within agreed time frame, High(stop until immediate controls in place)

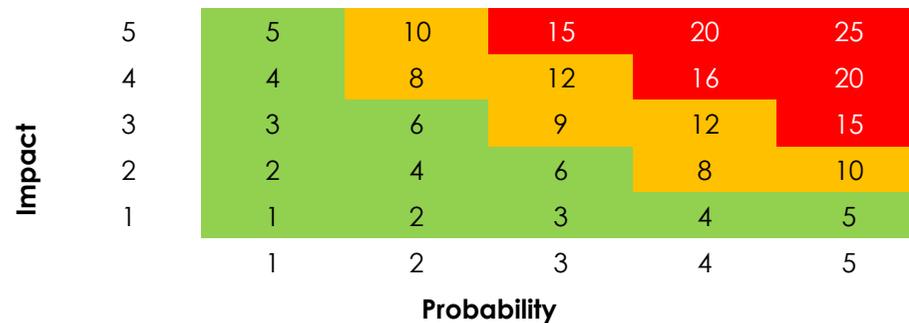
| Action Ref. No. | Remedial action/ Improvement/ Control | Person responsible | Date action due completion | Action taken | Date completed | Signed off |
|------------------------|--|---------------------------|-----------------------------------|---------------------|-----------------------|-------------------|
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APPENDIX: RISK ASSESSMENT TEMPLATE

Risk Register

| Impact of Risk Occurring | | |
|--------------------------|--------|--|
| 5 | High | A probable event that could occur resulting in severe injuries or even death |
| 4 | | |
| 3 | Medium | An event that is reasonably likely and could result in several days off work. |
| 2 | Low | Where an event is unlikely or would result in a trivial or minor injury/illness with little or no time off work. |
| 1 | | |

| Probability of Risk Occurring | | |
|-------------------------------|--------|--|
| 5 | High | Expected or potential to occur. It has occurred before |
| 4 | | |
| 3 | Medium | Likely to occur |
| 2 | Low | Not likely to occur or very little chance of occurring |
| 1 | | |



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APPENDIX B: RISK ASSESSMENT REGISTER

Each Academy should maintain a risk assessment register including all activities so that the Academy can be certain that all risk assessments are being effectively managed. The table below outlines what may be in a typical register, but this is by no means a definitive list

| Activity | Risk Assessment Completion Date | Risk Assessment Completed by | Review Date | Location |
|---------------------------------|--|-------------------------------------|--------------------|-----------------|
| Classroom/Lesson activity | | | | |
| Science / CLEAPPS | | | | |
| Technology / Use of machines | | | | |
| Drama lesson in the theatre | | | | |
| Drama lesson in a classroom | | | | |
| Communal Areas (external) | | | | |
| Communal Areas (internal) | | | | |
| Maintenance activities | | | | |
| Physical Education | | | | |
| Field Trips | | | | |
| Design Technology | | | | |
| Food and Nutrition | | | | |

APPENDIX C: SCHEDULE OF REVIEWS AND RECORD KEEPING

The responsible person set out in the table below may vary in accordance with each academy specific health and safety policy. This appendix can come off

| Task | Frequency | Responsible Person | Comments |
|--|---------------------------------------|---|---|
| Review of School Health and Safety Policy Organisation and Arrangements | Every year and when required | Principal / Executive Principal | In accordance with updates to the Trust Policy, including but not limited to new regulations, codes of practice etc. |
| Record of Staff Training | Keep up to date | Principal | |
| Record of H&S Staff representatives and their training | Keep up to date | Principal | |
| Record of Risk Assessment Register | Keep up to date | Heads of department, SBM, Premises Managers | Central Record to be kept by nominated manager |
| Review of Risk Assessments | Every 3 years and as required | , Heads of department, SBM, Premises Managers | Risk assessor must be suitably trained/qualified to undertake |
| First Aid | | | |
| Risk assessment to determine number of designated first aiders required | Every 3 years and as required | School Business Manager | Risk assessor must be suitably trained/qualified to undertake |
| Record number of designated first aiders, names, and training details | As required after assessment of needs | School Business manager | Need for replacement when a designated first aider leaves. First aid at work certificates are only valid for three years. |
| Record names of those trained on First Aid awareness | Keep up to date | School Business Manager | Suggest annual refresher |
| Record and maintain first aid equipment/stock | As required after assessment of needs | | |
| Record of accidents / injuries | As required | School Business Manager/Premises Manager/School Nurse | To be reported to the School Governance Committee |
| Fire Safety | | | |
| Record of staff training | Keep up to date | School Business manager | |
| Record of nominated persons "Fire Marshals" | Keep up to date | School Business Manager | |
| Record of Fire risk assessment and management plan | Annually | School Business Manager/Premises Manager | Competent qualified assessor |
| Record of fire fighting equipment, detection and emergency systems check | Weekly | Premises Manager | |

| | Task | Frequency | Responsible Person | Comments |
|----------------------------|---|---|---------------------------|---|
| | Record of fire alarm testing | Weekly | Premises Manager | Call points to be tested on a rota basis |
| | Record of emergency lighting tests | Monthly | Premises Manager | |
| | Record of Fire Drills | Termly | Premises Manager | |
| | Record of False Alarms | As required | Premises Manager | Log time taken, note problems |
| | Record of fire alarm and battery back-up maintenance | 6 monthly | Premises Manager | Accredited Contractor |
| | Record of emergency lighting | 6 monthly | Premises Manager | Accredited contractor |
| | Record of sprinkler system servicing | 6 monthly | Premises Manager | Accredited contractor |
| | Record of fire fighting appliances service/maintenance | Annually | Premises Manager | Accredited Contractor |
| | Review of provision | Annually | | Note reasons |
| Electrical Safety | | | | |
| | Certification of fixed installations | As advised on current certificate | Premises Manager | Accredited contractor |
| | Record of maintenance inspections of fixed installations | As advised | Premises Manager | Accredited contractor |
| | Fixed electrical Condition/Testing Report | Every 5 years or earlier | Premises Manager | Accredited contractor |
| | Kitchen Inspection Record | Annually | Catering Manager | Accredited contractor |
| | Record of Portable Appliance Testing and appliance labels | 6 months – 5 years depending on usage/according to risk assessment by qualified electrician | Premises Manager | Appliances to be categorised for testing according to vulnerability |
| Gas Safety | | | | |
| | Gas installation/distribution service inspection report, service sheet and labelling. | Annually | Premises Manager | Accredited gas safe contractor |
| | Record of gas appliance testing | At least once a year | Premises Manager | Only an accredited gas safe contractor can do this. |
| Equipment / Outdoor | | | | |
| | Record of maintenance of equipment | Annually | Premises Manager | |
| | Lift /Hoise Maintenance | 2 monthly | Premises Manager | Accredited contractor |
| | Automatic doors | 6 monthly | Premises Manager | Accredited contractor |
| | Roller Shutters | Annually | Premises Manager | Accredited contractor |
| | Lightning Conductor | Annually | Premises Manager | Accredited contractor |
| | Display Energy Certificate (displayed prominently) | Annually | School Business Manager | Accredited contractor |
| | Glazing Survey and checks | Every 3 years and as required | Premises Manager | Accredited cotractor |
| | Duct hygiene (catering) inspection and cleaning | Annual and ass required | Premises Manager | Accredited contractor |

| Task | Frequency | Responsible Person | Comments |
|---|---|--|---|
| Boilers daily function check and ash cleaning if/when required. | Daily | Premises Manager | |
| Heat Pumps (boilers), heating/induced draft fans, pumps service | Annual | Premises Manager | Accredited contractor |
| Radon Risk Assessment & radon monitoring results if applicable | Every 3 years and as required | Premises Manager | |
| Playground and Gym Equipment Inspection / Testing | Annually | Premises Manager | Accredited contractor (separate to contractor doing the servicing/installation) |
| Pest Control - inspection and notification subject to risk assessment | Every 3 years and as required | Premises Manager | Accredited contractor for inspection |
| Tree Inspection or earlier if risk assessment requires | 3 yearly | | Accredited contractor |
| Car Parking and Vehicle pedestrian segregation – risk assessment and action plan. | 3 yearly and as required. | | |
| Asbestos | | | |
| Record of Asbestos visual check of condition | Termly or more frequently if considered necessary | | Where vulnerable to damage |
| Legionella | | | |
| Risk assessment, pipework plan with isolation points, maintenance checks and repairs | Every 2 years or earlier | Premises Manager | |
| Record of water quality testing, flushing, temperature testing (including fire hoses) | As required by the water hygiene risk assessment | Premises Manager | Training required for site management log book of tests must be maintained |
| Manual Handling | | | |
| Record of Manual Handling training | Keep up to date | School Business manager/Premises Manager | |
| Working at Height | | | |
| Risk Assessment | First use and when required | | Risk assessor must be suitably trained/qualified to undertake |
| Record of training | Keep up to date | | |
| Record of access equipment held by the school, inspection and Maintenance records | Termly | | Inspections by competent person. |
| Lone Working | | | |
| Risk assessment | As required | | Risk assessor must be suitably trained/qualified to undertake |
| Display Screen Equipment | | | |

| Task | Frequency | Responsible Person | Comments |
|---|---|--|--|
| Record of designated users | | | |
| Workstation assessment | | | |
| Record of risk assessment to assess any H&S risks | Change fo employee or relocation of workstation | | Held on personnel file |
| Control of Substances Hazardous to Health (COSHH) | | | |
| Review of COSHH assessments | Every 2 years or whenever changes occur | Heads of Department / Premises Manager | Central record to be retained. All contractos to provide COSHH information if required |
| Personal Protective Equipment | | | |
| | | | |
| Work Experience | | | |
| Risk assessment | Annually | Nominated manager | |
| Record of learners on work experience | Annually | Nominated manager | |
| Educational Visits | | | |
| Risk assessment - evolve | | | |
| School Mini Bus | | | |
| Record of valid MOT, insurance, permit, authorised drivers, training, etc | | | |
| Risk Assessment for frequent journeys | | | |
| Specific risk assessment for unusual/non routine journey | | | |
| Offsite Provision for pupils on roll/lettings | | | |
| Review of Security arrangements | Annually and as required | Headteacher | |
| Intruder Alarm | 6 monthly | Premises Manager | Accredited contractor |
| Record of CCTV Monitoring Servicing | Annually or as required by manufacturer | Premises Manager | Accredited contractor |
| Record of all visitors on the school premises | Every occasion | Receptionist/SBM | Contractors should check in/out, recording times. |
| Access Audit and Action Plan | Every 3 years and as required | | |