



# Health & Safety Policy

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1	January 2019	<ul style="list-style-type: none"> <li>Existing policy</li> </ul>
2	November 2019	<ul style="list-style-type: none"> <li>No changes – part of the annual review</li> </ul>
3	November 2020	Due to the COVID – 19 health pandemic, it should be read in line with the Wider School Reopening Risk Assessments individually produced by all MST Facilities.
4	November 2021	Due to the COVID – 19 health pandemic, it should be read in line with the Wider School Reopening Risk Assessments individually produced by all MST Facilities.
5	November 2022	No changes – part of the annual review

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## INTRODUCTION

As the employer of staff, the Mulberry Schools Trust (MST) has the overall responsibility for the health, safety and welfare of all staff and pupils in its academies. MST recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management

This document provides an overarching framework within which sit each academy's individual Health and Safety procedures.

The overall responsibility for health and safety in MST lies with the Board of Trustees with delegated power to the Local Governing Body of each school in the Trust. The Local Governing Body, whilst not an employer of staff, nevertheless plays an important role in ensuring a school is effectively run and that good health and safety management is promoted. The Board of Trustees recognises its role in guiding the strategy for health and safety and supporting all recognised efforts by its schools to meet the objectives and targets set within the corporate plan for health and safety.

In order to fulfil MST's monitoring role and to initiate and review health and safety policies and procedures, the MST Board has established a Finance Committee that has the responsibility for health and safety matters. This committee meets termly and reports to the MST Board either through its minutes or its specialist reports. The Executive Services Team, led by the Chief Operating Officer (COO), has also set up a Health and Safety committee chaired by the Director of Estates. It includes representatives from all the Trust's schools as well as a trade union representative. It meets termly and reports back to the Trust Board's Finance Committee.

Although overall accountability for health and safety lies with the Trust, the principal / headteacher of each school is responsible for the day to day health and safety of staff and pupils in line with the scheme of delegation and as guided by the Local Governing Body. The principal / headteacher may delegate some functions to other staff, in particular the school's Business Manager, site manager, catering staff or private finance initiative (PFI) provider. Each school adopts its own Health and Safety policy, using the Trust's policy as its overarching set of principles and practice whilst adapting it to the local conditions of each school's environment. For example, some academies may be subject to PFI contracts that may involve the provision of Facilities Management services. When this is the case, the Health and Safety policy drawn up by the Local Governing Body will need to clearly reflect the roles and responsibilities of each party to the contract.

The Chief Executive Officer (CEO) has responsibility for monitoring the operation of the Trust's Health and Safety policy. She leads the work of the COO and the Director of Estates in providing support and advice on all policy matters in health and safety, recommending revisions as appropriate.

The Local Governing Bodies of the academies play an important role in ensuring strategic direction and will work in close partnership with the Headteacher/Principal and Senior Leadership Team of the academy, the MST Director of Estates and other staff of the Trust to monitor, support and promote good health and safety management. The MST will support its academies in putting in place clear policies that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

Although overall accountability for health and safety lies with MST, the Headteacher/Principal of each individual academy is responsible for the day-to-day health and safety of staff and pupils in individual academies in line with the Scheme of Delegation, the Headteacher/Principal will then delegate some functions to other staff, in particular the Academy School Business Managers/Premises Managers/Caretakers/Supervisors etc.

Each academy will need to adopt their own Health and Safety policy, using the Trust's policy as its overarching set of principles and practice whilst adapting it to the local conditions of each academy's environment. For example, some academies may be subject to Private Finance Initiative (PFI) contracts that may involve the provision of Facilities Management services. When this is the case, the Health & Safety Policy drawn up by the Local Governing Body will need to clearly reflect the roles and responsibilities of each party to the contract which may include the originating Local Authority.

All staff in MST have the responsibility to co-operate with colleagues and all levels of management to achieve a healthy and safe workplace and to take reasonable care of themselves and others. MST will ensure that staff understand their responsibilities at whatever level they operate and discharge them with care. MST will, through co-operation and consultation, enable all employees and students to contribute positively to the development of measures to promote health and safety at work.

The policy will be kept up to date as required by any changes in legislation or by any changes in the MST's size or nature of operations. To ensure this, the policy and the way in which it has operated will be reviewed annually by the Health and Safety committee and the Trust Board and will be supplemented in appropriate cases by further statements relating to the work of individual areas or groups of employees.

## GENERAL STATEMENT OF INTENT

The Mulberry Schools Trust, (the Trust) as the employer of the staff who work for its Executive and constituent academies, recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the Executive and constituent academies, for the students attending the academies and for visitors and contractors, who come on to any of the Trust's premises.

The Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc made under this legislation. The Trust will ensure that appropriate policies are in place and kept up-to-date.

The responsibility for the implementation of this, the Trust's Health and Safety, policy at academy level rests with the Local Governing Body (Local GB) and the Executive Headteacher / Headteacher or equivalent of the individual academy.

Each and every member of staff of the Trust must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with the Trust, as their employer, in fulfilling its duties under the Act and supporting legislation as well as under this Health and Safety Policy.

The organisation and arrangements through which the Trust, the Local Governing Body, the Headteacher or equivalent and staff aim to fulfil the requirements of the Act are set out in the following policy and its appendices.

The Trust will ensure that sufficient resources are allocated by it and its constituent academies to ensure as far as is reasonably practicable that employees, students, visitors and contractors are kept healthy and safe.

The Trust is responsible for the overall health and safety policy which guides all Local Governing Bodies' policies and practice.

### **The MST Board of Trustees' specific responsibilities are to:**

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for the MST
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the MST
- Ensure that its decisions reflect its health and safety intentions, as articulated in the MST Health and Safety Policy statement
- Provide strategic direction in health and safety matters
- Ensure that MST suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that the MST Finance Committee is effectively discharging its delegated responsibilities in terms of health and safety
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety
- Ensure there is an effective business continuity and emergency plan in place
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments
- Ensure effective safeguarding of children is in place across the Trust
- Ensure that adequate resources are committed to the management of health and safety

**The Trust's Finance Committee's** responsibilities are to review, recommend to the Board and implement the Trust health and safety strategic plan; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all Health and Safety matters.

**The Finance & Resources Committee's specific responsibilities are to:**

- Inform and advise the Board of Trustees on: -
  - review of the health and safety policy
  - risk mitigation
  - recommendations from health and safety audits and compliance audits
  - incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems.
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.

These will be carried out through the MST Health & Safety Committee that reports directly to the Trust's Finance Committee.

### **Responsibilities of the Local Governing Body**

The Local Governing Body will ensure that:

- The Headteacher/Principal produces a school health and safety policy for the academy, for approval and adoption by the local governing body
- Suitable and sufficient risk assessments of buildings and work activities are undertaken and a written record of the assessments are kept and appropriate control measures required are implemented " *so far as is practicable*"
- Sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building
- Regular termly safety inspections are undertaken.
- Inspection reports, including those from MST or trade union health and safety representatives are considered and acted upon
- Health and Safety is a standing item on all agendas
- An annual health and safety report is published
- A positive health and safety culture is established and maintained

### **Terms of Reference – Mulberry Schools Trust Health & Safety Committee**

The committee has been constituted to monitor and scrutinise that Health & Safety issues across Mulberry Schools Trust (MST) are actively being managed and rectified where necessary so that all aspects of Health and Safety Compliance are being met for the Trust.

**The Committee will:**

- Advise on the appropriateness and adequacy of the individual school's health and safety organisation, arrangements and safe systems of work.



- Keep under review performance in relation to health and safety at work and assist in the formulation of individual school policies.
- Receive the results of inspections carried out by trade union health and safety representatives and management.
- Promote cooperation between staff, management and pupils in instigating, developing and carrying out measures to ensure health and safety at work.

## **Representation**

The Committee shall consist of:

- The Chief Executive Officer or Chief Operating Officer of MST (either to chair the meeting when in attendance)
- 
- MST Estates Director (also able to chair meeting)
- One Headteacher (or delegate up to Deputy Headteacher) from each individual School in the Trust. This will be regarded as the teaching staff representative.

and

- One School Business Manager or equivalent from each school in the Trust. This will be regarded as the Support staff representative.

and

- A Trade Union representative who will represent staff across Mulberry Schools Trust
- A minute taker for the meeting

## **Detailed Functions**

The work of the Committee shall include the following functions:

- promoting co-operation between management and employees on matters of health, safety and welfare at work;
- studying accident and absence statistics in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk;
- assisting in the development of safety guidance and safe systems of work;
- monitoring the effective implementation of the MST health and safety policy within the school and compliance with Statutory obligations
- monitoring the effectiveness of the safety content of any employee training;
- developing policies and arrangements that will safeguard the health and safety of persons other than employees, such as pupils/students, visitors, and contractors;
- participating in periodical joint inspections;

- monitoring action taken following trade union and management site inspections.

### **Conduct of the Committee**

The Committee shall meet at least once a term.

Meetings shall not be postponed except in very exceptional circumstances. Should postponement be absolutely necessary, a revised date for the meeting shall be agreed and given with the notice of postponement.

Dates of Committee meetings shall be arranged as far ahead as possible and a programme of meetings for the academic year sent to each member following their agreement at the first meeting in the Autumn Term.

Matters to be discussed at any meeting shall be as specified in the agenda, which will be drawn up in advance. Attendees will be invited to propose items for discussion in advance of the agenda being sent out. Other business of an urgent nature may be admitted at the meeting at the discretion of the Chair.

Minutes of meetings and recommendations of the Committee shall be produced within 10 working days of the meeting taking place and shall be circulated to all members of the Committee. Once agreed, minutes will be referred to the MST Finance Committee for consideration.

The terms of reference shall be subject to review and amendment as necessary.

### **Lines of Leadership Responsibility**

The key responsibilities for senior staff in the trust in relation to Health & Safety are explained in detail below:

#### **MST Chief Executive Officer (CEO) and Chief Finance Officer (CFO)**

The MST CEO line manages the CFO, who is the conduit between the Trust's Finance Committee, the CEO, the Director of Estates and the principals of each academy concerning matters of health and safety. Members of staff with responsibility for health and safety within schools across the Trust report to school principals. The CEO, through the CFO and Director of Estates, is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

They must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school
- Consider the impact of health and safety in all strategic and operational decision making
- Implement ways in reducing the likelihood of people being harmed by MST activities
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust
- Ensure there is an effective accident reporting and investigation procedure across the Trust
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises
- Agree with the Finance Committee a programme of health and safety inspections
- Ensure the development and implementation of the overall health and safety strategic plan
- Ensuring all staff receive adequate health & safety training
- Be the point of contact with, if so appointed, the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money

## **MST Director of Estates**

The MST Director of Estates, who reports to the CFO, is responsible for directing through each academy's business manager, all health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.

The MST Director of Estates must ensure that:

- Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the Business Manager of each academy where necessary
- When awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy
- Central Trust contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition
- The correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out
- Academy asbestos registers and asbestos management plans are maintained and readily available
- Systems are established to ensure that all contractors engaged by the MST meet the health and safety requirements, including, relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding checks
- Building Projects comply with the Construction (Design and Management) Regulations 2015 (CDM2015) Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met
- There is a programme of servicing and inspection of workplace
- There is a programme to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, fire fighting equipment, smoke detectors etc
- There is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school
- Be the point of contact with the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money

## **School Principal / Headteacher**

Without limiting the responsibility of the governors, the school principal / headteacher will generally oversee the day-to-day management of safety and implementation of this policy and associated policies.

The principal / headteacher will comply with MST's health and safety policy and in particular will:

- make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of their school and make available to all staff via the Trust intranet all policies and procedures required for the operation of all the school's facilities and Health and Safety obligations
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- in the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard

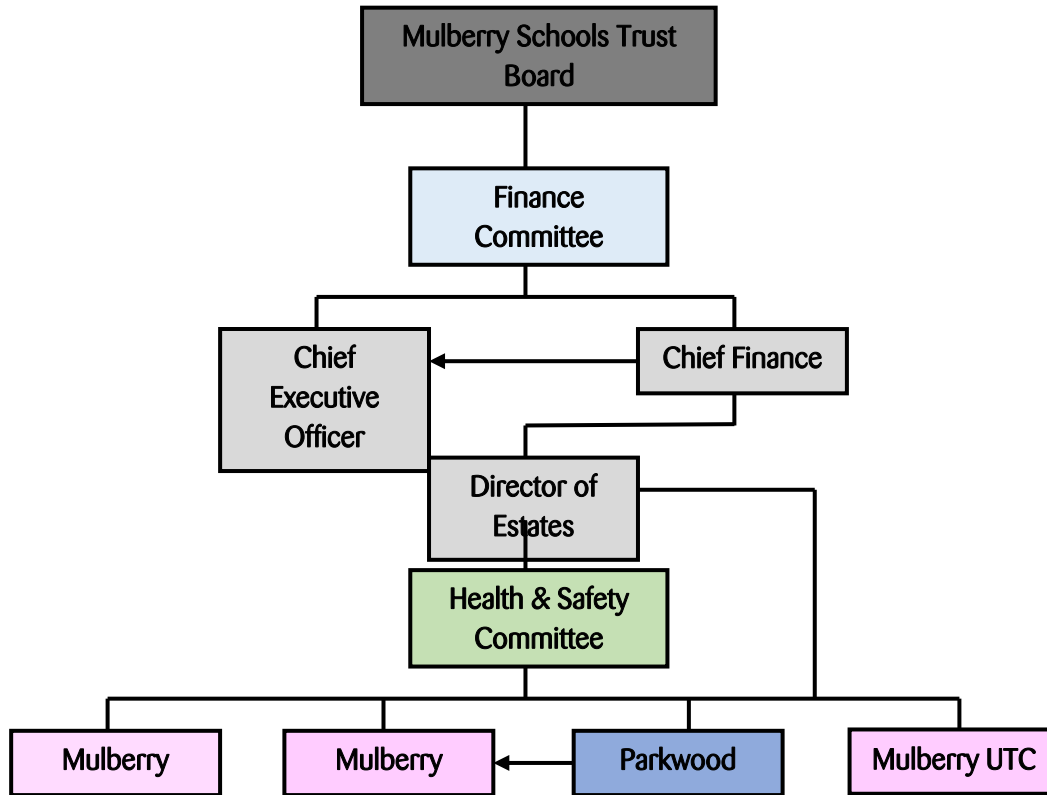
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the Governing Body to undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures
- ensure the Facility has access to competent health and safety advice

*In addition to their statutory duties, school principals / headteachers and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".*

### **Contractual responsibilities for Health & Safety**

Mulberry School for Girls is a PFI School with a contract which states specific responsibilities for soft facilities management which includes Health & Safety and security for the School site. The relationship with Parkwood Leisure Ltd who is the soft facilities provider is managed by the Director of Estates through monthly Liaison Group meetings and also ongoing day to day dialogue with Parkwood staff on-site. Key performance targets relating to areas of Health & Safety or Security will be actively challenged by the Director of Estates as part of the contract performance monitoring framework. All other Trust buildings are managed locally by the relevant Schools principal/Headteacher.

The structure chart below illustrates the structure/flow of responsibility for Health & Safety across Mulberry Schools Trust:



**The following MST Trust-wide Health and Safety Policy, Procedures and Guidance are required for adoption by all MST academies.**

**In addition, localised policies which need to be in place in each school of the Trust:**

The following policies need to be in place within each school in the trust, these are specific policies tailored to the school environment at each of the Mulberry Schools Trust individual school sites.

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Critical Incident & Business Recovery Plan Policy
- Drugs Policy
- First Aid Policy
- Fire Evacuation & Lockdown Policy
- Medical Needs Policy
- Site Security & CCTV Policy
- Trips and Visits Policy

### **Local Governing Body Policy Statement**

All Local Governing Bodies of MST must develop and put in place appropriate policies which adhere to the following principles, these are outlined broadly in the list below and in the remainder of this document:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective
- i. Setting targets and objectives to develop a culture of continuous improvement
- j. Ensuring adequate welfare facilities exist throughout the organisation
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

## **1. ORGANISATION**

### **a) Responsibilities of MST and the Central Team**

The ultimate responsibility for health and safety in the academy rests with the MST as the employer.

The MST will ensure that:

- A competent person is employed and ensure that the assessment of reasonably foreseeable risks are undertaken and control measures put in place that will reduce risks. This falls under the remit of the MST Director of Estates reporting through the Chief Operating Officer to the Chief Executive Officer

- Health, safety and well-being are integral throughout MST academies and the central team by implementing a system of managing safely so that all academies are rated as “low risk”
- Support advice and guidance are available either through the MST Director of Estates or outsourced health, safety and well-being services and procedures

#### **b) Responsibilities of the Headteacher/Principal**

The Headteacher/Principal will ensure that:

- A health and safety policy is produced for approval and adoption by the Local Governing Body and that the policy is regularly reviewed and revised annually
- They report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- They complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed annually or upon change of circumstances
- For high-risk activities, safe systems of work are identified via a risk assessment.
- Adequate and appropriate first-aid provision is in place
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Regular inspections are carried out with reports submitted to the Local Governing Body and the MST Director of Estates
- An annual report is provided to the Local Governing Body
- There is co-operation with MST in meeting its legal requirements in respect of monitoring of health and safety practices and procedures
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties
- There is co-operation, with, and provision of, necessary facilities for trade union health and safety representatives
- Appropriate tasks are delegated to the Academy’s Site Manager/Supervisor and other premises staff

#### **c) Responsibilities of all Senior & Line Managers**

Deputy/Assistant Headteachers, Heads of School and academy Business Managers may be required to undertake any of the Headteacher/Principals duties which have been reasonably delegated to them which may include responsibility for health and safety management.

##### **Line Managers**

Although the Headteacher/Principal is responsible overall for health and safety in the academy, line managers have some specific responsibilities:

- Applying the MST Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk activities within their department, such as Science, Design and Technology, PE and Art
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of and make use of such guidance

- Ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher/Principal of any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher/Principal. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc

**d) Responsibilities of the Site Manager/Supervisor/Caretaker**

The Site Manager/Supervisor/Caretaker will ensure that:

- Safe means of access and egress are maintained
- The premises are kept clean and that adequate welfare facilities are provided
- Safe working arrangements are in place when contractors are working on the premises
- Adequate security arrangements are maintained
- Adequate fire safety arrangements are implemented
- Regular testing and maintenance of electrical equipment including portable equipment takes place
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella
- All premises-related accidents/incidents/near misses are recorded and investigated
- Regular inspections of the premises take place with safety representatives invited to take part and records kept
- A copy of the Health and Safety Law poster is displayed in an easily accessible location

**e) Responsibilities of all Employees**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the academy Health and Safety Policy, Procedures and Guidance.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities
- They report immediately, to the Headteacher/Principal or to their line manager any serious or immediate danger of which they become aware



- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher/Principal or to their line manager
- There is no misuse of anything that has been provided for health and safety purposes
- They use the correct equipment and tools for the job and any protective equipment that may be necessary
- All pupils and students will:  
Follow safe practices and observe safety rules including:
  - To follow instructions issued by a member of staff in case of emergency
  - Ensuring they do not recklessly or intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms
  - Informing a member of staff of any situation, which may affect their safety or that of another pupil or staff

**g) The roles and responsibilities of the PFI Contractor(s) *if applicable***

**PFI Contracts**

An academy may, either on its own, or in conjunction with other academies, be subject to a long term PFI contract that may involve a third party company having contractual responsibilities for a number of services including facilities management, caretaking, cleaning, premises management, catering etc. If so, the MST and each academy should be clear as to where the responsibilities lie for ensuring compliance with both Health & Safety legislation and its actual application.

For those academies, when drawing up their own Health & Safety Policy, that are the subject of PFI contracts should seek advice from the Mulberry Schools Trust Director of Estates as the accountabilities and responsibilities for providing guidance may vary according to the detail of the contract.

**Lettings**

MST has facility specific lettings policies relating to all school sites other than Mulberry School for Girls, which is currently owned by a PFI group and managed by Parkwood Leisure outside of the school's core hours – term time Monday to Friday 8am – 6pm.

Each of the other schools will have a policy that covers all necessary procedures such as fire evacuation, security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations hiring the any area of the school's facilities must agree to:

- co-operate, comply and co-ordinate fully with the facility representative on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the facility that may arise from their activities
- report to the facility representative any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- The principal / headteacher will always seek to ensure that:
  - the premises are in a safe condition for the purpose of use subject to compliance with the above
  - health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
  - adequate arrangements for emergency evacuation are in place and communicated

**2. ARRANGEMENTS**

#### a) Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on 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 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 function effectively.

#### b) Local Governing Body Health and Safety Committee

The academy's Health and Safety Committee will report to the MST Finance Committee. The Health and Safety Committee at both MST level and within the individual academies is essential to enable senior leaders and trade union representatives to work together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. The Trust recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

The LGB Health and Safety Committee shall consist of:

- Leadership and other employee representatives with the number of leadership representatives not exceeding the number of other employee representatives

Leadership participants should include people with senior leadership responsibilities for health and safety including:

- Headteacher/Principal (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role
- "Link" governors(s) for health and safety
- The school workforce contingent will include a health and safety representative from recognised trade unions where they are in place and are accredited health and safety representatives.

Membership of the health and safety committee is regarded as part of an individual's normal work

*If the academy is subject to a PFI contract then there may be other organisational contractual arrangements, e.g. termly meetings between the MST, the academy and the contractor(s) that need to be reflected in this policy and operational guidance.*

#### c) Health and Safety Committees shall include the following *functions*:

- Promoting co-operation between senior leaders and employees on matters of health, safety and welfare at work
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk
- Assisting in the development of safety guidance and safe systems of work
- Monitoring the effective implementation of MST wide health and safety policies and procedures.
- Monitoring the effectiveness of the safety content of employee training
- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, students, visitors and contractors

- Participating in periodical joint inspections
- Monitoring action taken following trade union and management site inspections

### 3 Health and Safety Policies and Procedures

The academy will adopt MST's Health and Safety Policies, Procedures and Guidance, and where necessary establish its own individual policies where Trust-wide policies do not cover the academy's requirements. The academy policies must be approved by the MST to ensure it meets the employers' legal and moral requirements and will be in addition to the MST Trust wide policies, procedures and guidance.

Any MST Trust-wide Health and Safety Policies, Procedures and Guidance **must not be amended, either to add to or remove, in any way**, apart from inserting the name of the individual academy and on the General Statement of Intent.

Any review proposals raised by the Local Governing Body and the MST Health and Safety Committee will be required for approval by the MST Director of Estates and the Trust Finance Committee.

### 4 Reporting of Accidents/Incidents/Near Miss

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences to staff, pupils, on site contractors, visitors and all members of the public when on school premises, arising out of, or in connection with work.

#### a) Clarification of definitions

It is the understanding of the academy the definition of accidents/incident/near miss (AIN) are:

- **Accident** – any unplanned event that results in personnel injury or damage to property, plant or equipment.
- **Incident** – an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.
- **Near miss** – is an unplanned event that did not result in injury, illness, or damage, but has the potential to do so. Other familiar terms for these events are a “*close call*” a “*narrow escape*”, or in the case of moving objects, “*near collision*” or a “*near hit*”.

#### b) Prevent Future Incidents

A faulty process or management system invariably is the root cause of AIN's and must be the focus for improvement.

Most AIN's producing events both serious and catastrophic are preceded by warning or near miss incidents. Recognising and the reporting of AIN's can significantly improve worker safety and enhance the organisation's safety culture.

#### c) Accident/Incident/Near Miss report form

The academy collects personal information about the injured persons(s) on the form in relation to AIN, diseases and Dangerous Occurrences arising out of, or in connection with, work. The academy may be required to share this information with the Health and Safety Executive to ensure it meets the MST legal responsibilities under the RIDDOR regulations 2013.

**NB:** The General Data Protection Regulation May 2018 requires that employee's personal information must be kept secure **after** the form has been completed.

The record form must:

- Be kept safely and accessible to all staff members.
- The accident report form must be completed for all AIN's.
- Be reviewed at least half termly to identify any potential or actual hazards which in turn are to be reported to the Health and Safety Committee.

**d) What needs to be reported?**

- Injuries and ill health to people at work.

Under RIDDOR the "Responsible Person" in control of the premises must report to the MST Director of Estates:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries)
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident
- Any case of work related injuries
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site

**NB:** *Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. These are classed as road traffic incidents and are investigated by the police.*

**e) Reportable specified injuries**

These include:

- Fractures, other than to finger, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or head-induced illness or requires resuscitation or admittance to hospital for more than 24 hrs

**f) Physical violence**

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on academy premises. This is reportable because it arises out of or in connection with work.

**g) Reportable occupational diseases**

These include (which a doctor confirms in writing):

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis e.g. from work involving strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to biological agent

#### **h) Incidents to pupils and other people who are not at work**

Are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (*examination and diagnostic tests do not constitute treatment.*)

The lists of specified injuries and diseases only apply to employees. If a pupil injured in the incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

#### **i) Dangerous occurrences**

Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury damage to health
- An electrical short circuit or overload causing a fire or explosion

#### **j) Who should report and who to report to?**

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the “Responsible Persons” i.e. Business Manager or Headteacher with duties under these regulations, in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

Any incident that falls under RIDDOR will be reported to the HSE by the MST Director of Estates using the RIDDOR incidents online reporting: <http://www.hse.gov.uk/riddor/report.htm>

Information on immediate reporting to MST should be held in the local Academy Business Contingency Plans

There is a telephone service for reporting fatal and specified injuries only:

Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm.)

All reportable Accident/Incidents/Near misses must also be reported to MST Director of Estates.

**k) Records must be kept for:**

- Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
- All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days.
- If a worker is away from work or incapacitated for more than three days a record must be kept.
- All incidents recorded in the academies accident book must be kept in a secure place to comply with the General Data Protection Regulations May 2018

These records must be kept for at least 3 years after the incident.

**l) Reporting requirements of other regulators**

There may be other reporting requirements placed on schools by other regulators in the education sector e.g. Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

## **5 Electrical Safety**

The Health and Safety at Work Act 1974 imposes general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

The Headteacher/Principal must ensure that all electrical equipment brought onto the academy premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines. Staff are reminded that they must not bring electrical equipment into the academy without the permission of the Headteacher/Principal.

**a) Competent Persons to undertake maintenance or repair of electrical installations and portable appliance testing (PAT)**

- Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certificate of the training would be required as proof.
- Teachers cannot be required to undertake any electrical maintenance or repair work. Without exception, such work should be allocated to an individual with appropriate training and expertise.
- Day to day testing of electrical equipment could be the task of a delegated member of staff e.g. Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.
- Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.
- Students using electrical equipment connected to the mains such as computers may not be left unsupervised by teachers or support staff.

**b) Risk Assessment**

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

**c) Visual inspections and tests**

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

All earthed portable equipment such as drills, saws, irons, hand lamps, etc. should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and determined by a competent person. Items, which are rarely unplugged e.g. refrigerators will need inspecting and testing infrequently.

#### **d) Portable Appliance Test (PAT)**

PAT must be carried out by someone with the necessary knowledge and experience to carry to a test and interpret the results should be completed in accordance with the findings of the risk assessment.

#### **e) Records of PAT**

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label.

#### **f) Damaged or faulty appliances**

Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a “DO NOT USE” sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

#### **g) Fixed Electrical installations**

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every 5 years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

#### **h) Record of fixed wire tests**

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school.

Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

**NB:** Any accidents/incidents/near misses involving electricity may need to be reported under RIDDOR see section 5 and to the MST Director of Estates.

#### **i) Preventing accidents with electricity**

In the prevention of accidents and fire the academy will not accept gifts or second-hand electrical appliances, or bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT). Electric toasters, hair dryers or straighteners, fan heaters and other similar appliances are not permitted unless specifically sanctioned by the Headteacher as they present a fire risk.

## **6 First Aid**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide “adequate and appropriate” provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is **strongly recommended** by the HSE and it is the academy's policy that provision is made for them.

**a) Assessment of first-aid needs**

This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.

**b) Points to consider/impact on first-aid needs include:**

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in the past.
- The size of the academy.
- Are there any workplaces that include are remote?
- Higher level hazards, such as chemicals or dangerous machinery.
- Do any members of staff work remotely or alone?
- Is there enough provision of first-aiders to cover if some are absent?

**c) MST defines the minimum first-aid provision on any school site is:**

- A suitably stocked first-aid kit(s) (determined by the first aid assessment)
- Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment)
- Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiably and accessible first aid kit(s)
- Provision of first-aid needs to be available at all times to people at work.

**d) What should be put in the first-aid box?**

There is no mandatory list of items to put in the first-aid box; it depends on what needs have been assessed. As a guide for low-level hazards minimum stocks of first-aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work).
- Individually wrapped sterile plasters
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large individually wrapped, sterile, unmediated wound dressings
- Medium-sized, individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

***NB: Tablets and medicines should **not** be kept in the first-aid box, Please refer to separate Policy for the dispensing of medication to pupils.***

**e) Location of first-aid boxes**

Each School in the Trust must have a clear log and location listing of all of the first aid boxes kept within the school

**f) First aiders – Training and qualifications**



The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider (e.g., St John Ambulance, British Red Cross) and undertake appropriate refresher training.

**g) Selecting a training provider**

When selecting a training provider you should check:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content
- Certification

**h) First aid courses include:**

- First aid at work (FAW)
- Paediatric first aid training
- Emergency first aid at work (EFAW)

**i) How many first aiders?**

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example, the HSE suggested numbers available **at all times at work** are:

- Low hazard – for more than 50 people at least one first-aider trained in every 100 employed
- Higher-hazard – for more than 50 at least one first-aider trained for every 50 employed

The School Business Manager maintains an up to date list of trained first aiders which is prominently displayed in the main office and on the academy's staff website.

**7 Fire Policy (to be adapted to each school)**

**a) The Responsible Person**

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the "Responsible Person" to ensure that their 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 Headteacher/Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

- i) Measures to reduce** the risk of fire on the premises and the risk of the spread of fire on the premises. This includes:
- The completion of a Fire risk assessment, which should be suitable and sufficient and carried out by a competent Fire Risk Assessor (see sub-heading Competence of a Fire Risk Assessor, below).
  - Good housekeeping, do not allow combustible materials to accumulate.
  - Suitable fire fighting equipment, which is located in appropriate positions.
  - Means of raising the alarm.
  - Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).
  - Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.

**ii) Measures in relation to the means of escape from the premises**

This includes:

- **Fire action notices** to be displayed throughout the building with clear emergency evacuation instructions in the event of a fire. E.g.

**Any person discovering a fire**

Sound the alarm

Call the Fire & Rescue Service telephone 999

Leave the building by the most direct route

Attack the fire using fire extinguishers or other fire fighting equipment only if your escape route is blocked by the fire

**On hearing the fire alarm**

Leave the building by the most direct route, closing all doors behind you.

Report to the assembly point for the building

Do not take risks

Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service

Do not use any lifts

**iii) Measures for securing that, at all material times, the means of escape can be safely and effectively used.**

- Fire exit routes must be kept clear of obstructions at all times
- Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building

**iv) Measures in relation to the means for fighting fires on the premises**

- Appropriate fire fighting equipment must be provided
- Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only)

**v) Measures in relation to the means for detecting fire on the premises and giving warning**

- Appropriate fire/smoke detection to be installed, in relevant locations
- Viewing panels in doors and walls, when there are rooms within rooms

**vi) Measures in relation to the arrangements for action to be taken in the event of fire on the premises including:**

- **Measures relating to the instruction and training of employees**  
Fire Policy and Procedures to be disseminated to all staff  
Fire awareness training to be provided to all staff  
Fire Action Notices to be displayed throughout the building  
The training of Fire Marshals
- **Measures to mitigate the effects of the fire**  
Do not exceed the maximum occupancy  
Maintain fire exits and signage  
Comply with electrical and gas regulations  
Service and maintenance of fire fighting equipment, which must be easily accessible  
Safe storing and using, of hazardous materials  
Safety inspection of buildings  
Maintenance of fire alarms systems  
Fireproofing  
Training of staff

## Fire drills

### b) Role of Teaching Staff

- All teaching staff have the responsibility for the safe evacuation of children in their charge
- Teaching staff should ensure that their children line up quickly and safely and walk out of the building silently, evacuating by the nearest safe emergency exit route

### c) People with disabilities

- Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan (PEEP) must be completed.
- Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability

### d) All staff members

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions
- Should follow evacuation procedures

All staff are required to take mandatory fire awareness training.

**Under no circumstances is anyone to re-enter the building unless the Emergency Services gives the all clear.**

### e) Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.

A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

### f) Competence of a Fire Risk Assessor

The academy defines as a minimum that a competent Fire Risk Assessor to be as follows:

- Completed the NCC Premises Management course and/or
- Hold at least the IOSH/ Managing Safely/NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.
- Has a demonstrable experience in completing school/college Fire Risk Assessments
- Plus
- Has a current DBS check

### g) Housekeeping

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible materials should be kept to a minimum, do not allow waste or storage of materials to build up
- Empty waste bins regularly

- Do not store skips and waste bins near to the school property
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible)
- Keep flammable materials away from sources of ignition (e.g. do not store materials on top of a radiator, fridge or microwave)

#### **h) Fire Safety Management (FSM) Checks**

To ensure compliance with fire regulations checks must be made to reduce the risk of fire at the academy. These tasks are delegated by the "Responsible Person" the Headteacher/Principal to the Site Manager/Supervisor/Caretaker at the academy.

FSM checks Daily/weekly/monthly/three monthly/six monthly/annual checks must be made and records kept.

- **Checks include**
  - Escape routes
  - Fire Warning systems
  - Escape lighting
  - Fire fighting equipment

These checks are prioritised for service and maintenance requirements.

#### **i) Fire Marshalls**

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Their role may include:

- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave
- Checking the premises to ensure everyone has left
- Using fire fighting equipment if safe to do so
- Liaising with the fire and rescue service on arrival
- Shutting down vital or dangerous equipment

The School Business Manager maintains an up to date list of trained fire marshalls which is prominently displayed in the main office and on the academy's staff website.

#### **j) Safe Emergency Evacuation Procedures**

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire. Unless, the lift is clearly identified as an emergency evacuation lift, and this may only be used for people with disabilities.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instruction on what to do when raising the alarm and information regarding the nearest fire exit and assembly point(s).

All staff must be aware of emergency procedures, including:

- Fire action notices
- The locations of temporary fire alarms
- How to activate the fire alarm as a means of raising the alarm
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in the event of a fire)
- Emergency exit routes/final exit fire doors
- Fire assembly points

## k) On Sounding or Hearing the Alarm

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

- **On discovering a fire**
  - Sound the alarm by pressing one of the emergency fire alarms
  - Call the Fire & Rescue Service telephone 999
  - Leave the building by the most direct route
  - Attack the fire using fire extinguishers **only if** your escape route is blocked by the fire and in order to enable a safe evacuation
  
- **On hearing the fire alarm**
  - Leave the building by the most direct route, closing all doors behind you
  - Report to the assembly point for the building
  - Do not take risks
  - Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service

- **Back Up Alarm**

In the event of a power cut, or an alarm failure, fire air horns should be used.

## l) Fire Drills

- **Why carry out fire drills?**

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
- Those with responsibilities carry out their tasks to ensure the safety of all concerned
- Escape routes are used in accordance with a predetermined and practiced plan
- Evacuation of the building is achieved in a speedy and orderly manner
- People will react rationally when confronted with a fire or other emergency at school

- **How often to carry out a fire drill?**

It is the policy of the academy to carry out fire drills in each term and a record kept of drills undertaken and evacuation times. These will be reported to the Local Governing Body.

- **Should you inform staff before a fire drill?**

The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately. Head teachers with experienced staff who have successfully completed pre-arranged fire drills may consider additional drills without providing fore warning in order to test for other hazards.

- **Preparing for a fire drill**

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

- **Informing the fire service of a fire drill**

If the academy has a system that automatically informs the fire service when the alarm is triggered, take appropriate measures to stop this from causing the Fire Service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

**m) During the fire drill and/or Emergency Evacuation**

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.

In buildings where there are more than one exit route, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.

Set a stopwatch to record how long the full evacuation takes, teachers, academy business managers, cleaning supervisors, senior catering staff, and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work.

**n) Evacuation of people with disabilities – Personal Evacuation Plans (PEEPS)**

Of all the people who may be especially at risk you will need to pay particular attention to pupils, staff and visitors who have special needs, including those with a disability.

Personal need requirements will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for that individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept.

- A PEEP should also be completed for any pupil, staff or visitor who has a disability
- The PEEP will clearly state what actions are required in those particular circumstances

**o) Assembly Points**

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the academy premises. It must be far enough away from the academy building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly point, staff members should take a register to check that all children and staff members are accounted for:
- If there are any staff or children missing this must be reported immediately to the Fire Service – details to be provided to the Fire Service must include:
  - Name of missing person
  - Place and time last seen and by whom
  - Any other information e.g. medical condition or behaviour issues

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

## **8 Invacuation (Lockdown) Policy and Procedures *(to be adapted to each school)***

In addition to an established Fire evacuation Policy each school also needs to have an Invacuation Policy.

A lockdown may be used in response to situations including:

- An incident or civil disturbance in the local community which poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

Each school needs to carry out an Invacuation Drill at least twice a year and produce a report on the success of the procedure and any lessons learnt. Schools will need to produce a policy that is tailored to the school building and classrooms.

## **9 Buildings Safety Management (BSM)**

The “Responsible Person” i.e. the Headteacher/Principal who may delegate these tasks, has a duty to provide and maintain a working environment that is safe and without risk to health. Support and guidance can be offered through the MST Director of Estates.

Information required in the BSM records is:

- Installations that are currently in place
- Is there a testing/check/service/maintenance regime in place, if YES how often?
- Is the testing/check/service/maintenance completed by an external contractor or by competent academy employee(s)?
- Names and job title where relevant

Or

- Full contractor information

### **a) Site safety inspections, repair and maintenance checks**

Checks should be completed daily, and any repairs and maintenance that are identified must be reported to the Headteacher/Principal or their delegation person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any).
- Name of the person reporting
- Date work was completed

It may be necessary to take photographs of the work required in order for a more accurate description to be made.

### **b) Contractors**

- **Construction/Building Work/Refurbishment or Demolition**

Under **no** circumstances must plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting the MST Chief Executive Officer, Chief Operating Officer or the Director of Estates.

For academies that are subject to a PFI contract the works will have been agreed in advance through the PFI Provider

For others or where required work falls outside of the PFI contract:

- **Suitability of all contractors**

The person responsible for contractors on academy premises is the Headteacher/Principal, or their delegated staff member and/or where applicable the Director of Estates. The approved Building Maintenance supplier is Parkwood Leisure at Mulberry School for Girls and Mulberry UTC, who have completed approved contractor pre-checks for their staff and sub-contractors before attending academy premises to carry out work. Therefore checks and procedures need to be carried out on other contractors (if not confirmed on the MST approved list of contractors) including:

- A Contractor Pre-contract Checks form must be completed by the contractor(s) and delegated person and approved before any work commences
- Competence of the contractor to complete the job safely e.g. their skills, training, knowledge and experience in the work to be completed is essential. The more complex the task the more competent the contractor will need to be
- Contractors are required to comply with legislation, relevant regulations and the academy's Health and Safety Policy, Procedures and Guidance
- **An assessment of the hazards and risks involved with the work**
  - The delegated person who is responsible for the contractor(s), together with the contractor(s) must discuss the planned work to be completed; suitable and sufficient Risk Assessments and Method Statements must be provided by the contractor
  - What can cause harm to people, or damage to building, plant and equipment. E.g., hazards associated with equipment the contractor(s) will be using including vehicles, tools and noise.
  - Are there any harmful substances used in the processes
  - Who might be harmed and how?
  - How will the risks be controlled?

**Considerations include:**

- Any risk from each other's work that could affect the health and safety of others e.g. access and egresses to the site, pedestrian routes, will local residents be affected. Will the work affect other relevant staff/pupils/visitors/other contractors?
- Make sure you agree the measures needed to control risks with the contractor before work starts
- Is a documented safe system of work (Permit to Work) required?
- Once you have agreed action to control risks, be clear about who will do what and when
- Provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware of
- The "Responsible Person" or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health. E.g. regular meetings throughout the course of the work. The level of cooperation and coordination will depend on:
  - The job to be done
  - The number of contractors (or subcontractors) involved
  - The risks involved

*and*

- Consult with others affected on site. You must consult with employees on health and safety matters by law
- Consult with employees on how the contractor's work will affect their health and safety
- Make sure they know how to raise any concerns they may have about the contractors and their work



- Pay particular attention to those whose first language may not be English
- Do not assume that contractors will be aware of all risks, even if they seem obvious to you
- **Managing/supervising the work**
  - Who will be responsible for the work and what do you expect them to do?
  - Who is in charge of supervising their work and how? What welfare arrangements have been made for workers?
  - How will the work be done and what precautions will be taken? Always refer back to risk assessments/method statements to ensure the contractor is complying with the control measures and processes identified in the assessments
  - What equipment should or should not be worked on/used?
  - What personal protective equipment (PPE) is to be used and clarify who will provide it? (It is the contractor's responsibility to ensure that PPE is suitable for the job being undertaken and they are responsible for the supply of PPE)
  - What are their working procedures (refer to risk assessments/method statements) including permit to work/hot work
  - What arrangements are there for stopping the work, if there are serious health and safety concerns?

Once the work has started, the Site Manager/Supervisor needs to ensure checks are made on how the work is going, in line with what was agreed. This can be done by:

- Regular checks "are control measures working?"
  - Investigating (and recording) of things going wrong, this may be: near misses, accidents and ill health. What went wrong? What can we do to prevent re-occurrence?
- **Contractor information and academy Health and Safety requirements, to be provided to the contractor**
    - **General safety rules**
      - Must sign-in upon arrival and sign-out when leaving
      - Before starting work at the Academy/Site, report to the Site Manager/supervisor
      - Must comply with the academy's Contractor Health and Safety Policy and Procedures
      - Must sign the contractor log book when work has been completed
      - Comply with the Health and Safety at Work etc. Act 1974, and any subsequent legislation
      - Take care of themselves and any other person(s) that may be affected by their acts of omissions
      - Be directly responsible for the acts and omissions of their workers
      - Comply with Regulations, and work to best practice, e.g., Guidance and Approved Codes of Practice that are relevant to their work
      - Comply with the conditions, procedures and control measures as defined by their method statements and risk assessments
      - Provide their workers with adequate PPE and shall use/wear relevant PPE as necessary
      - Provide suitable and safe work equipment
      - Cease to use and report any safety related defects found with all/any work equipment they are using
      - Report any issues with health and safety including accidents/incidents/near misses
      - Make their own First Aid provision
      - Not intentionally damage or misuse anything provided in the interests of Health and Safety whilst on Academy premises
      - Report to the Headteacher/Principal, Business Manager or Site Manager/supervisor any incidents that may directly or indirectly affect health and safety and well-being of persons on the academy site
      - Remain in the area of work undertaken and shall not enter any other area without permission of the Headteacher/Principal, Business Manager or Site Manager/supervisor

Not store any hazardous substances on the Academy premises without permission of the Headteacher/Principal, Business Manager or Site Manager/supervisor  
Not smoke (including vaping) in/on any part of the Academy/Site buildings or anywhere on site

This may not be a comprehensive list and therefore contractors should be reminded that, at all times, they must work in a safe manner.

- **Specific safety rules**

- **Fire Alarm/emergency evacuation**

- All contractors must make themselves familiar with the emergency fire procedures for the Academy

- If a contractor discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building

- **Permit to Work (PTW)**

PTWs are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk.

They are necessary for such activities as maintenance or construction work by external contractors, unless a suitable and sufficient risk assessment indicates otherwise.

***NB If work is carried out by Parkwood Leisure they will undertake all checks and PTW's. If the academy uses other contractors then it is the responsibility of the academy to produce the PTW.***

Examples of types of work which permits will be required include:

- Working at height, e.g., on roofs
- Confined spaces, e.g. ducts
- Hot work e.g. , welding, soldering or cutting using hot flame techniques
- Live working on electricity supply systems
- Work involving interaction with asbestos
- Excavation and the digging of trenches

**Intention of the PTW is to:**

- Ensure that the work is intended to take place is properly authorised
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited
- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified
- Indicate the date, time and location that the specified activities may occur
- Ensure that all those persons who have control of or any who are affected by the activity are made aware
- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and/or equipment are returned to a safe condition

Academy employees are not permitted to undertake work, which will require a PTW.

- **Key Points of the Permit To Work (PTW)**

- The Academy/Site Manager/supervisor is responsible for enforcing the use of PTW's
  - A competent person who understands the risks and the necessary control measures to put in place should only issue permits. ***(NB for work carried out by contractors for Parkwood Leisure, then Parkwood Leisure will undertake the PTW)***

- A permit should be task specific and the necessary risk assessments and methods statements still need to be completed by the contractor in liaison with the Site Manager/Supervisor. PTW are not a replacement
- PTW should only be in place for a limited duration and be clearly dated with specific conditions attached
- PTW should state these requirements, for example, electrical isolation
- The Site Manager/Supervisor should only sign and date the permit when they are satisfied that all precautionary measures have been taken
- If the risk is too high, e.g. because of bad weather/conditions or dangerous structure then a permit should not be issued, and work not commenced
- All PTW records must be retained by the Site Manager/Supervisor

**Examples** of control measures that should be considered when issuing a **PTW** include:

- **Roof works**
  - Testing roof fragility
  - Edge protection
  - Prevention of falls of materials or objects
  - PPE
  - Emergency procedures
  - Adequate means of access
- **Hot works**
  - Good housekeeping
  - Use of protective curtains (where relevant)
  - All “ hot works” equipment should be regularly maintained and inspected
  - Ensure a competent person visits the area after hot works has finished to ensure that no smouldering embers or hot surfaces remain
  - Provision of suitable fire extinguishers
  - Ensure that sprinklers (if installed) are isolated and reactivated after the works
- **Isolation**
  - When working on electrical systems, they should be physically isolated i.e., “locked off” (with the contractor’s own padlock) etc., this should be stated on the permit
- **Other control measures include:**
  - Warning signs and often a lookout need to be posted around the area where work is being carried out
- **Cancellation of PTW**
  - When the operations laid out in the permit have been completed, it should be cancelled immediately and returned to the Site Manager/Supervisor. They should ensure that the work detailed on the permit has been done satisfactorily. They should then sign off the permit to ensure that it is fully cancelled
  - This may only be done when all personnel and equipment involved in the work detailed on the permit has been removed from the permit working area
  - Only then, when the Site Manager/Supervisor and contractor are satisfied that it is safe, can there be a return to normal service
- **Vehicles on site**
  - The speed limit whilst on Academy/site is 5 mph
  - All vehicles must be parked in accordance with the Academy designated parking areas, if unsure then ask at reception or with Site Manager/Supervisor/Caretaker

All contractors should be reminded that primary school children can often become distracted and are not aware of the dangers of moving vehicles. Contractors must remain vigilant at all times.

## 10 Legionella control

The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Headteacher/Principal who is the duty holder to ensure the following written control scheme is in place:

- **Identify and assess the sources of risk** for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions, i.e. areas of water stagnation, present that will encourage bacteria growth, this includes legionella.
- **Identify the hot and cold water temperatures** throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 ° C
- **Identify all areas or services** capable of releasing an aerosol such as showers, spray taps and where necessary put measures in place to control the risks.
- **Keep an up to date plan** of the water system layout including parts temporarily out of use
- **Identify whether there are susceptible individuals** present that may be exposed to such aerosols

### a) Managing risk

The following guidance should be actioned and a record kept of:

- **Weekly tasks**
  - Weekly flushing of any outlets and showers that are infrequently used (less than once per week). Precautions should be taken to minimize aerosol release when implementing a flushing programme
- **Monthly tasks**
  - Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters
  - Water temperatures in the flow and return pipes to storage tanks and water heaters should be monitored and recorded
  - Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation
  - A programme should be set to ensure that all the taps within the building are checked at least once, annually
- **Quarterly**
  - All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded
- **Six monthly**
  - The cold water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions
- **Annually**
  - The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified, remedial action should be conducted. Where required a sample should be taken from the drain outlet

### b) Schools holidays, low occupancy periods, six week summer break

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academies water systems and services.

The following actions should:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly
- When the school is not in use at all during the holiday periods including outbuildings, sports halls/gym etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term

## 11 Manual handling

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person, or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, “so far as is reasonably practicable”
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

### a) Manual Handling Risk Assessment

The responsible person, the Headteacher/Principal or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided
- Information, instruction and training will be provided to employees
- Wherever possible the load to be moved will be reduced e.g. is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling, e.g., trolleys to eliminate/or reduce the risk of injury

The following **guidelines** should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

- **For men and women**

Force to stop or **start the load Men 20kg, Women 15kg**

Sustained force to **keep the load in motion Men 10 kg, Women 7 kg**

Manual handling problems often come from poor workplace environment or job design.

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

All employees must complete on-line manual handling training. This should be available to all staff on-line and records kept of training undertaken.

## 12 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops.

A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week. The employee’s line manager will identify DSE users.

To comply with DSE regulations the “Responsible Person” the Headteacher/Principal or delegated member of staff must:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. Records must be kept of training completed.

### **Health risks with DSE**

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors,

Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather than recover
- Short frequent breaks are better than longer, infrequent ones

#### **a) Eye tests**

Upon request of the DSE user, identified by their line manager, (see above) the academy will pay for a test to be carried out by a qualified optician. Only “users” are entitled to receive corrective appliances paid for by the academy.

“Normal” corrective appliances are at the users own expense, but users needing “special” corrective appliances will be prescribed a special pair of spectacles for display work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user’s work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

### **13 Training/Inductions**

The Health and Safety at Work Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the academy and MST in undertaking their legal duties.

The HSE describes competence as “the combination of training, skills, experience and knowledge that a person has and their ability to apply this to perform a task safely”. Other factors, such as attitude and physical ability, can also affect someone’s competence.

Someone’s level of competence only needs to be proportionate to their job and place of work. You would not need, for example, the same health and safety competence to work in an office as you would on a construction site.

The academy will appoint competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete “so far as is reasonable” their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. (See details below).

#### a) **Health and Safety Inductions – new staff**

All new employees of the academy will complete a Health and Safety induction and records kept, this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions must include:

- 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?
- Who can they talk to about any health and safety concerns or issues they may have?
  
- **First Aid Provision**
  - First Aid boxes
  - First Aiders
  - =
- **Accident/Incident/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 e.g., continuous or intermittent sound?
  - A walk around the fire escape routes, final fire doors and route(s)
  - Location of assembly points
  
- **Welfare facilities**
  - Eating, drinking and rest arrangements
  - Toilet facilities
  
- **Personal Protective Equipment (PPE)**
  - Relevant to the job-any PPE should be suitable and sufficient for the hazards identified in the risk assessment
  - Who is responsible for ordering supplies of PPE?
  - Safe storage of PPE

#### b) **Health and Safety training – all employees**

- Mandatory training must be completed by all employees and records kept within 8 weeks of start of employment, this includes:
  - **Fire awareness**
  - **COSHH Awareness**
  - **Manual Handling**
  - **Work at height (e.g., ladder, stepladders)**
  - **Slips, trips and falls**
  - **Health and Safety at Work**
  - **Asbestos Awareness & Management** Training (face to face delivery) is mandatory for the link Health and Safety Governor, Headteacher/Principal, School Business Manager and Site/Manager/Supervisor/Caretaker of all MST academies
  - **Specific job training-** dependant on job role. The line manager of the employee will identify the training required e.g., risk management, risk assessment training. This could be face-to-face delivery, or on-line

In the case of an employee who has been employed before the above mandatory Health and Safety training requirements have been adopted by the academy, staff members must complete the mandatory training within 8

weeks from the date of this policy (unless there are extenuating circumstances) signed by the Chair of Governors.

In the case of the Asbestos Awareness and Management training the Chair of Governors, Head Teacher, School Business Manager, Site Manager/Supervisor/Caretaker, if not already, must complete the training within 8 weeks of taking up their post.

**c) Health and Safety information and training records**

- **Health and Safety Induction**

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.

- **On-line training**

Employees who complete on line health and safety training should ensure copies of certificates produced are kept by both the employee and school Business Managers.

- **Face-to-face delivery of health and safety training**

Certificates and records of attendance for employees who have attended and successfully completed courses in health and safety should be kept by both the employee and School Business Managers.

**14 Control of Substances Hazardous to Health (COSHH)**

The COSHH Regulations 2002 require employers to control substances hazardous to health and to put in place control measures to prevent or reduce employees exposure to such substances. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils and visitors are not exposed to substances hazardous to health.



Using chemicals or other hazardous substances at work can put people’s health at risk. Even within seemingly low risk environments people can encounter a range or substances capable of being hazardous to health.

**a) Actions to evaluate and control risks include:**









- Completing an inventory identifying all hazardous substances used on the academy premises and obtaining material safety data sheets
- Wherever possible replace hazardous substances with safer alternatives
- A risk assessment is completed for the use of any substances, which present a significant health risk
- Ensuring that any equipment required for controlling risk is being adequately maintained
- Ensuring all staff have received information, instruction and training where required
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained

**b) Hazard symbols and hazard pictograms**

Classified substances can be identified by their warning labels and carry the pictograms detailed below

Old CHIP Symbol	New CLP symbol (Pictogram)	Illustration
		Toxic



		Harmful
		Oxidising
		Explosive
		Flammable

There are also new pictograms, which symbolize serious longer term hazards such as:



Serious health hazard (Symbol: health hazard) Carcinogenic and respiratory sensitization



Gas under pressure (Symbol: Gas cylinder)

Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.

### Material Safety Data Sheets

These should be obtained from the manufacturer/supplier. Data sheets are not by themselves suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

### Health Surveillance

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out. Advice must be sought from the MST Director of Estates/Health and Safety Committee prior to initiating health surveillance.

Records relating to named individuals must be kept for 40 years.

Advice should also be sought from Occupational Health (contact MST for further information on OH provider) if there is any uncertainty regarding the need for health surveillance.

### **Exceptions to COSHH Regulations**

There are exceptions to these regulations, which are already being controlled by their own specific legislation. E.g. asbestos, lead, radioactive substances.

## **15 Gas Safety**

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self-employed persons 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.

### **Competence**

No person may work on gas fittings or appliances unless they are competent to do so. These 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. Any work undertaken by the PFI provider will be undertaken by a competent person.

Registered engineers are issued with a unique license number and a photo ID card. The card will list specifically the types of work that the engineer is qualified to undertake. The Business Manager or their delegated person must ensure that any contractor not provided via MST approved contractors list, who they have engaged to work on gas fittings, is Gas Safe Registered and appropriately qualified for the work to be carried out.

This can be checked by contacting the Gas Safe Register online or calling on 0800 4085500

### **Gas work**

Includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply

### **Monitoring**

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

### **The basic requirements**

The Headteacher/Principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, as far as is reasonably practicable, danger to persons or property
- Only persons authorised to work on gas installations do so (See above "Competence")
- Use a competent engineer to install, maintain or repair appliances
- Ensure that gas pipework, appliances and flues are regularly maintained
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys

### **If you suspect a gas leak**

Turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas. For LPG call the supplier if in doubt, evacuate the building and inform the police and well as the National Gas Emergency Service or your gas supplier.

Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered Engineer. Contact the appropriate MST personnel nominated on the MST Incidents Reporting form.

### **Maintenance**

All gas appliances, flues, pipe work and safety devices will be maintained in a safe condition. The Headteacher/Principal or their delegated person will ensure they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide are not produced. The Headteacher/principal or their delegated person should make sure staff responsible for are fully trained to use the equipment and use a safe procedure for purging, lighting up and shutting down. Equipment should not be used in poorly ventilated spaces. There should be enough ventilation to remove combustion products.

## **16 Asbestos Management**

Asbestos awareness training has been covered in section 13 Training and Competence. Many schools, built before 2000, will contain some form of asbestos. Asbestos-containing materials (ACMs) include:

- asbestos lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- floor tiles
- cement roofing and guttering
- textured coatings

Those most at risk of disturbing ACMs are tradespeople, caretakers, etc. The school's plan needs to contain provisions to ensure that information about the location and condition of ACMs is given to anyone who might disturb these materials. The Headteacher/Principal should also ensure that staff likely to disturb asbestos are suitably trained.

The Headteacher/Principal needs to ensure staff are made aware of the potential hazards when dealing with asbestos. All staff should be instructed not to disturb or damage ACMs, for example by pinning work to walls. They should also report damage to school fixtures or fittings that could lead to the release of asbestos fibres, e.g. damage to ceiling or floor tiles, or to column seals in system-built schools.

The Headteacher/Principal responsibilities include:

- keeping an up-to-date record of the location and condition of ACMs in the school
- assessing the risks from any ACMs in the school
- making plans to manage the risks from ACMs in the school
- putting those plans into action

## **17 Bomb Threat Procedure**

### **a) Action to be taken on receipt of a bomb threat or suspicious package(s)**

The caller should be asked the following questions, whether it is the police or direct:

- i) Where is it?

- ii) In which building?
- iii) On which floor?
- iv) What time will it go off?
- v) What does it look like?
- vi. Size?
- vii) Colour of package?
- viii) What kind of bomb is it (type of explosive)?
- ix) Why are you doing this and do you have a code word?
- x) Who are you? Name .....
- Address .....
- xi) Time of call.

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Headteacher/Principal or in his/her absence the Deputy and inform them of the answer to the questions. They should alert the police, the Local Authority and the CEO. The Headteacher will decide whether to evacuate the building.

#### **b) Evacuation**

Inform (insert all relevant designated staff) of the situation (radios and mobile phones should **NOT** be used) and tell them to evacuate the school as per the fire drill, **except to instruct them to:**

Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).

Ask staff and students to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort). Ask staff and students to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Headteacher.

Stage 1 – Assemble at the normal fire drill areas

Stage 2 – Move to the off-site assembly point, once the area has been cleared.

#### **c) Security during an Evacuation**

The security of the building during an incident is the responsibility of the site staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The site staff are to be positioned at all gates leading into the school (which are to be locked once the premises have been evacuated) and will remain there until advised by the emergency services.

#### **d) Emergency Procedure**

Each school in the Trust has a critical incident plan which sets out in detail the response to a variety of types of emergency.

### **18 Catering**

The Catering Manager is responsible for the safe operation of the catering facilities. He/she must:

- Be familiar with the school Health and Safety Policy
- Prepare risk assessments for all catering activities
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- Inform the School Business Manager or Headteacher/Principal of any potential hazards or defects
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned

The academy staff must not use the catering facilities and equipment without the prior agreement of the Catering Manager.

## 19 Cleaning & Maintenance

The school Business Manager is responsible for ensuring the safe routine maintenance and cleaning of the premises and grounds in accordance with the contractual (including PFI) policies and procedures for maintenance.

## 20 Curriculum Safety (including off site learning activities)

**Deputy/Assistant Headteachers/Principals** are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well ventilated area.

Dust and fumes in the practical curriculum areas are controlled by specialist equipment e.g. fume cupboards. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

**The Headteacher/Principal** is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities. All teaching and support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

**The Deputy/Assistant Headteacher(s)/Principals** must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by **the Headteacher/Principal**.

## 21 Educational Visits and Journeys

The Headteacher/Principal and the trip organiser are responsible for ensuring that all trips are managed in accordance with the Trust's policy for educational visits and journeys called the School Trips and Visits Policy. All teachers must be familiar with this policy.

## 22 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal the academy hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury.

If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If it is necessary and you are required to work early in the morning or after normal working hours at night, you will need to gain permission to do so:

- a. give prior notice to the **school Business Manager** if you intend working late and indicate you will be in the building
- b. make sure your colleagues know
- c. check where they are likely to be in the building
- d. make sure suitable precautions have been taken to prevent intruders entering the area where you are working
- e. if possible, take a telephone into the room in which you are working;
- f. if you are alone, consider locking yourself in;
- g. report your departure when you leave the premises

## **23 Managing Medicines and Drugs**

No student is allowed to bring medication on site without a letter of consent from his/her parent/carer. Information should be recorded on the academy's student database.

Staff must notify the Headteacher/Principal if they believe a student to be carrying any unauthorized medicines/drugs.

## **24 Security**

### *If relevant*

CCTV systems are installed throughout the academy and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

### *If relevant*

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on the premises. Site staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The academy does not accept any responsibility for items left unattended. In the event of a theft within the academy, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any academy equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the School Business Manager. When using portable and desirable equipment such as lap-top computers, staff will be required to follow careful procedures to ensure their security.

## **25 Severe Weather Conditions**

In the event of severe weather conditions, it is the responsibility of the Headteacher in liaison with the CEO or (in her absence) the COO to make a decision on academy closure on grounds of health and safety. In the event of a decision to close on these grounds, the Chair of the Local Governing Body will be informed.

## **26 Smoking**

The Board and Headteacher have adopted a no smoking policy throughout the academy premises.

All the academy staff and parents will be informed and signs will be on display at main entrances to the academy buildings.

## **27 Stress Management**

Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work regulations 1999.

Symptoms of stress include: problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, staff should be advised to consult their GP without delay.

If a member of staff considers they may be suffering from stress for reasons connected with workload, they should approach the Business Manager who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress. Formal stress counselling may be arranged by the Business Manager where appropriate.

On return to work for any period of stress-related illness, the academy will take account of medical advice and the needs of the academy when determining which duties are most appropriate.

## **28 Visitors – Health & Safety**

Under the provisions of the Health & Safety at Work Act 1974, the academy has a duty of care to all its visitors. Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the academy they intend to visit. They are to obey all displayed warning notices and verbal instructions. There are five categories of visitors to the academy:

- a. VIPs/Educational Visitors
- b. Parents
- c. Multi-agency workers
- b. Casual Visitors
- c. Ex-students
- d. Intruders / troublemakers

### **a) VIPs/Educational Visitors**

There is every reason to suppose that the academy could experience VIPs and Educational Visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.

All incoming requests for visits to the academy should be cleared by individual members of the support and teaching staff who are approached through the School Business Manager. When the Headteacher/Principal has authorised a visit to the academy, the initial welcome will be made on the day of arrival by the Headteacher/Principal, who should be briefed in advance by the individual member of the support or teaching staff who has been the initial point of contact.

The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the academy into various categories and accord them varying levels of priority. Requests by colleagues from other schools in the Trust would normally be given high priority, as would visits by members of the Board.

## **b. Casual Visitors**

As with all busy work places, there is a high level of casual visitors to the academy during the course of a normal working day. These could be parents visiting the Student Information Desk or engineers or commercial representatives going to particular areas within the academy. Sometimes they are expected, more often than not, their visit is unplanned.

If the visit is expected by a member of staff, their name should be provided to Reception so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor or a Student Receptionist will be asked to take the visitor to the particular area or member of staff.

For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through the academy. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor's Badge and sign the Visitor's Book.

## **c. Ex-students**

Often ex-students make social calls to the academy. The Headteacher should be contacted and permission granted for the visitor to come onto the premises. Once permission is given and they have signed the Visitor's Book, a Visitor's Badge is issued and the visitor can proceed.

In all three cases, it is imperative that the visitor completes the Visitor's Book and is issued with a Visitor's Badge (details of any vehicles should also be entered into the Visitor's Book).

## **d. Intruders**

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises. Always aim to be welcoming and polite to all our visitors.

If you see anyone that you think should not be on the academy premises, do not approach them directly on your own but inform the Front Reception Desk immediately and ask the Headteacher/Principal to be called.

It may be possible to keep them on site by telephoning the Front Reception Desk or by sending a note with a student, rather than by reporting in person. When you have identified the intruders to the Headteacher/Principal, please remain present whilst the Headteacher/Principal asks them in a friendly way their reasons for being on site.

The Headteacher/Principal should guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.

To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk and obtain a visitor's identity tag should be displayed at the academy's entrance. If the person is unable to offer an acceptable reason for remaining, the Headteacher/Principal should politely ask them to leave in a clear and firm way.

**NEVER** touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Headteacher/Principal should not attempt to force them to leave but dial 999 to call the police or



press the panic button if these are available in the school. In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.

If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.

Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Standard Accident/Injury Form and returned to the School Business Manager  
Some "Intruders" are ex-students, merely making a social call. Help them to obtain an official Visitor's pass, available from Reception.

**REMEMBER**, the MST will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

#### **e. Troublemakers**

Guidance, "Academy Security: Dealing with Troublemakers", was issued by the DCSF on 16 December 1997 to all Academies/UTCs in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around academies/UTCs.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, the academy has banned all knives, regardless of the length of the blade.

The MST Board has authorised the Headteacher/Principal (or nominee), in exercising day to day management of the academy, to determine who should have access to the premises. The MST has determined that nobody (including governors, staff, students or parents) has an unrestricted right of access to the academy except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main reception desk, following a route to other defined parts of the academy as determined by the Headteacher/Principal (or nominee).

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the School Business Manager (or his representative).

The academy building and its grounds are private places and anyone entering without authority (including students, ex-students and parents) is trespassing and may be asked to leave by the Headteacher/Principal (or nominee). Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off school premises, could be an offence. The Headteacher/Principal (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

The headteacher has a right to bar parents or visitors to the school where despite warnings threatening or abusive behaviour has continued, the following considerations or guidance needs to be followed by the Headteacher of the school:

- As noted above, schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.

- The school should tell an individual that they've been temporarily barred or they intend to bar them, in writing (Appendix 1 provides a template letter for use by schools in MST).
- Letters should usually be signed by the headteacher, the CEO of the trust should be notified when a barring letter has been issued.
- The individual must be allowed to present their side (this is made clear in the barring letter at Appendix 1).

A MST school can either:

- Bar the individual temporarily, until the individual has had the opportunity to formally present their side; or tell the individual they intend to bar them and invite them to present their side by a set deadline.
- After the individual's side has been heard, the school can decide whether to continue with barring them. A letter to confirm the decision including the reasons should be issued to the individual. The decision letter should include information about when the decision will be reviewed (which must be within a reasonable time) and that the individual will have the opportunity to make written submissions. The School may also wish to hold some form of reintegration meeting before lifting the bar.

In the event of continued or persistent troublemaking by the person who is barred from the school the matter shall be referred to the MST CEO and the MST Board for further action to be considered. Further action may include referring the matter to the Police or investigation any legal avenues open to the school in consultation with the Trusts legal advisers.

#### **f. General precautions**

Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

All visitors to the academy must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the MST are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the School Business Manager.

## **29 Working at Height**

The MST will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)*. MST use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

The School must ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually

- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

### 30 Work Experience Placements – Students

In the event of an incident or situation that puts students at risk whilst on Work Experience, the nominated Work Placement Co-ordinator will contact the work placement. The purpose of the call is to ensure that the employer makes arrangements for the students' safety and their safe return home.

In the absence of the Work Experience Co-ordinator, the Head of Faculty will ensure contact is made with Work Experience Students and/or providers, to ensure their safety.

For safety reasons, students must contact the academy if they do not attend a placement.

If a student cannot be contacted, the academy /Work Experience Co-ordinator will make initial contact with the parents. In the absence of the Work Experience Co-coordinator, contact will be made by Head of Faculty.

The academy will maintain student mobile phone numbers, where possible, on the database for Work Experience.

In the absence of both HOF and Work Experience Co-ordinator, the Deputy Headteacher/Principal of the academy will initiate in this event, failing this, in the last resort the Headteacher/Principal.

#### Process of review:

The policy is reviewed annually by the MST Health & Safety Committee and the outcome of that review is submitted to the MST Finance & Resources Committee who will refer any updates the Trust.

Process of review of effectiveness:

The academy's own Health and Safety Committee (Resources Committee) will meet regularly each term and review Health and Safety practise against policy aspirations. The minutes of that meeting will be forwarded to the relevant MST committee.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chair, Local Governing Body

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher or equivalent

#### Legal authority:

This policy is based on the

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work regulations 1999

- Regulatory Reform (Fire Safety) Order 2005
- Corporate Manslaughter and Corporate Homicide Act 2007

**Responsibility for maintaining this policy at academy level rests with the Headteacher/Principal.**

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**Localised policies which need to be in place in each school of the Trust:**

The following policies need to be in place within each school in the trust, these are specific policies tailored to the school environment at each of the Mulberry Schools Trust individual school sites.

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Critical Incident & Business Recovery Plan Policy
- Drugs Policy
- First Aid Policy
- Fire Evacuation & Lockdown Policy
- Medical Needs Policy
- Site Security & CCTV Policy
- Trips and Visits Policy

**TEMPLATE MST BARRING LETTER TO BE ISSUED BY HEADTEACHERS**

TO BE SENT ON SCHOOL HEADED PAPER

[Name and address]

[Method of delivery]

[Date]

Dear [name]

**Temporary bar from the premises of [name of school] (the 'School')**

I am writing to you inform you of our decision to temporarily bar you from the premises of the School. The temporary bar is effective immediately. This letter explains the reasons for the temporary bar and gives you the opportunity to provide a response. If you do not provide a written response to the School within 14 days of the date of this letter, the School will confirm the bar. If you do provide a written response within 14 days, your response will be taken into consideration by the School when deciding whether to confirm the bar.

Reasons for the temporary bar

The reasons for the temporary bar are as follows:

[INCLUDE REASONS. Provide as much detail as possible about the incidents which have occurred (including dates and times and any particular behaviour / language which was aggressive, abusive or insulting]

The School takes the view that your [DELETE AS APPLICABLE: aggressive and/or abusive and/or insulting behaviour and/or language] presents a risk to staff and potentially to pupils.

Proposed length of the temporary bar

The temporary bar is effective immediately. This means that you do not have permission to enter the School premises for any purpose until otherwise advised in writing. This includes attending the School for meetings, such as parents' evenings.

You may bring [child(ren)'s name] to School and collect [him/her/them] at the end of the school day, but you are not permitted to go beyond the School gate. [INCLUDE DETAILS of any arrangements which will be put in place e.g. "Arrangements have been made for [child(ren)'s name] to be collected and returned to you at the School gate by a member of staff, between 8:45 and 8:55 am in the mornings and 3:30 pm in the afternoons. Please ensure that you are on time."]

While the ban remains in place, if you would like to raise any matters with the School, please contact [INSERT NAME AND JOB TITLE] by phone or in writing using the below contact details:

[INSERT PHONE, EMAIL AND POSTAL ADDRESS]

In light of the above arrangements, it is not necessary for you to enter the School premises to raise any matters with school staff.

#### Your opportunity to respond

The bar is temporary in order to provide you with the opportunity to respond. If you do not provide a written response to the School within 14 days of the date of this letter, by [date], the School will confirm the bar. If you do provide a written response within 14 days, your response will be taken into consideration by the School when deciding whether to confirm the bar. The School will notify you of its decision in writing with reasons.

If the bar is confirmed, the School will review its decision to impose the bar at [termly/6 monthly] intervals. The purpose of the review is to consider if the bar should be maintained, amended or lifted. Prior to the review, the School will contact you to provide you with the opportunity to submit any representations in writing.

[The review meeting will be conducted by telephone and the School will contact you closer to the time to confirm the time, date, attendees and contact details for the review. The call will be terminated immediately in the event of any conduct considered to be abusive or otherwise inappropriate.]

Following the review, the School will notify you in writing as to whether the bar has been maintained, amended or lifted. You may not enter the School premises unless and until a date has been communicated to you in writing.

#### Breaching the bar

If you enter the School's premises in breach of the bar, you will be on the premises without lawful authority and would be committing the tort of trespass. Should you enter school premises in breach of the bar, and the School decides to issue legal proceedings, it would be entitled to seek an injunction against you preventing you from future trespass, as well as damages and costs.

In addition, should you enter school premises without permission and you go on to cause a nuisance or disturbance, you will be committing a criminal offence under section 547 of the Education Act 1996 and you may be removed from the premises by a police officer or a person authorised by the appropriate authority (e.g. the local authority or the proprietor of the School).

Yours sincerely

[Name of Headteacher]

**Headteacher**

## MST Health and Safety Policy Part 2

The following MST Trust-wide Health and Safety Policy, Procedures and Guidance are required for adoption by all MST academies.

In addition, localised policies which need to be in place in each school of the Trust:

The following policies need to be in place within each school in the trust, these are specific policies tailored to the school environment at each of the Mulberry Schools Trust individual school sites.

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Critical Incident & Business Recovery Plan Policy
- Drugs Policy
- First Aid Policy
- Fire Evacuation & Lockdown Policy
- Medical Needs Policy
- Site Security & CCTV Policy
- Trips and Visits Policy

### Local Governing Body Policy Statement

All Local Governing Bodies of MST must develop and put in place appropriate policies which adhere to the following principles, these are outlined broadly in the list below and in the remainder of this document:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective
- i. Setting targets and objectives to develop a culture of continuous improvement
- j. Ensuring adequate welfare facilities exist throughout the organisation
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System will be created to ensure the above commitments can be met. All staff will play their part in its implementation.

### 1. ORGANISATION

- a) Responsibilities of MST and the Central Team

The ultimate responsibility for health and safety in the academy rests with the MST as the employer.

The MST will ensure that:

- A competent person is employed and ensure that the assessment of reasonably foreseeable risks are undertaken and control measures put in place that will reduce risks. This falls under the remit of the MST Director of Estates reporting through the Chief Finance Officer to the Chief Executive Officer
- Health, safety and well-being are integral throughout MST academies and the central team by implementing a system of managing safely so that all academies are rated as “low risk”
- Support advice and guidance are available either through the MST Director of Estates or outsourced health, safety and well-being services and procedures via our H&S and Risk Assessment advisors/ Juniper.

b) Responsibilities of the Headteacher/Principal

The Headteacher/Principal will ensure that:

- A health and safety policy is produced for approval and adoption by the Local Governing Body and that the policy is regularly reviewed and revised annually
- They report any Accidents/Incidents/Near Misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- They complete an accident/incident/near miss investigation where appropriate and implement actions required to eliminate/reduce the risks to the health and safety of people and buildings/equipment etc
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed annually or upon change of circumstances
- For high-risk activities, safe systems of work are identified via a risk assessment.
- Adequate and appropriate first-aid provision is in place
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Regular inspections are carried out with reports submitted to the Local Governing Body and the MST Director of Estates
- An annual report is provided to the Local Governing Body
- There is co-operation with MST in meeting its legal requirements in respect of monitoring of health and safety practices and procedures
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties
- There is co-operation, with, and provision of, necessary facilities for trade union health and safety representatives



- Appropriate tasks are delegated to the Academy's Site Manager/Supervisor and other premises staff

c) Responsibilities of all Senior & Line Managers

Deputy/Assistant Headteachers, Heads of School and academy Business Managers may be required to undertake any of the Headteacher/Principals duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Line Managers

Although the Headteacher/Principal is responsible overall for health and safety in the academy, line managers have some specific responsibilities:

- Applying the MST Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk activities within their department, such as Science, Design and Technology, PE and Art
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of and make use of such guidance
- Ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher/Principal of any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher/Principal. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc

d) Responsibilities of the Site Manager/Supervisor/Caretaker

The Site Manager/Supervisor/Caretaker will ensure that:

- Safe means of access and egress are maintained
- The premises are kept clean and that adequate welfare facilities are provided
- Safe working arrangements are in place when contractors are working on the premises
- Adequate security arrangements are maintained
- Adequate fire safety arrangements are implemented
- Regular testing and maintenance of electrical equipment including portable equipment takes place
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella
- All premises-related accidents/incidents/near misses are recorded and investigated
- Regular inspections of the premises take place with safety representatives invited to take part and records kept
- A copy of the Health and Safety Law poster is displayed in an easily accessible location

e) Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- They are familiar with, and comply with, the academy Health and Safety Policy, Procedures and Guidance.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities
- They report immediately, to the Headteacher/Principal or to their line manager any serious or immediate danger of which they become aware
- They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher/Principal or to their line manager
- There is no misuse of anything that has been provided for health and safety purposes
- They use the correct equipment and tools for the job and any protective equipment that may be necessary
- All pupils and students will:

Follow safe practices and observe safety rules including:

- §□ To follow instructions issued by a member of staff in case of emergency
- §□ Ensuring they do not recklessly or intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms
- §□ Informing a member of staff of any situation, which may affect their safety or that of another pupil or staff

g) The roles and responsibilities of the PFI Contractor(s) if applicable

PFI Contracts

An academy/school may, either on its own, or in conjunction with other academies, be subject to a long term PFI contract that may involve a third party company having contractual responsibilities for a number of services including facilities management, caretaking, cleaning, premises management, catering etc. If so, the MST and each academy should be clear as to where the responsibilities lie for ensuring compliance with both Health & Safety legislation and its actual application.

For those academies/schools, when drawing up their own Health & Safety Policy, that are the subject of PFI contracts should seek advice from the Mulberry Schools Trust Director of Estates as the accountabilities and responsibilities for providing guidance may vary according to the detail of the contract.

## Lettings

MST has facility specific lettings policies relating to all school sites other than Mulberry School for Girls, which is currently owned by a PFI group and managed by Parkwood Leisure outside of the school's core hours – term time Monday to Friday 8am – 6pm.

Each of the other schools will have a policy that covers all necessary procedures such as fire evacuation, security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid. Persons/organisations hiring the any area of the school's facilities must agree to:

- co-operate, comply and co-ordinate fully with the facility representative on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the facility that may arise from their activities
- report to the facility representative any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- The principal / headteacher will always seek to ensure that:
- the premises are in a safe condition for the purpose of use subject to compliance with the above
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated

## 2. ARRANGEMENTS

### a) Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on 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 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 function effectively.

b) Local Governing Body Health and Safety Committee

The academy's Health and Safety Committee will report to the MST Finance Committee. The Health and Safety Committee at both MST level and within the individual academies is essential to enable senior leaders and trade union representatives to work together to ensure not only compliance with the law, but to develop a positive health and safety culture within the workplace. The Trust recognises that when employees are pro-actively engaged in health and safety, workplaces have lower accident rates.

The LGB Health and Safety Committee shall consist of:

- Leadership and other employee representatives with the number of leadership representatives not exceeding the number of other employee representatives

Leadership participants should include people with senior leadership responsibilities for health and safety including:

- Headteacher/Principal (or their representative) and other representatives with the necessary knowledge, expertise and management authority to play a full role
- "Link" governors(s) for health and safety
- The school workforce contingent will include a health and safety representative from recognised trade unions where they are in place and are accredited health and safety representatives.

Membership of the health and safety committee is regarded as part of an individual's normal work. If the academy is subject to a PFI contract then there may be other organisational contractual arrangements, e.g. termly meetings between the MST, the academy and the contractor(s) that need to be reflected in this policy and operational guidance.

c) Health and Safety Committees shall include the following functions:

- Promoting co-operation between senior leaders and employees on matters of health, safety and welfare at work
- Studying accident and absence statistics (including absence levels due to stress) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of policies and guidance to eliminate the hazard and/or reduce the risk
- Assisting in the development of safety guidance and safe systems of work
- Monitoring the effective implementation of MST wide health and safety policies and procedures.
- Monitoring the effectiveness of the safety content of employee training

- Developing policies and arrangements that will safeguard the health and safety of persons other than employees such as pupils, students, visitors and contractors
- Participating in periodical joint inspections
- Monitoring action taken following trade union and management site inspections 3

#### Health and Safety Policies and Procedures

The academy will adopt MST's Health and Safety Policies, Procedures and Guidance, and where necessary establish its own individual policies where Trust-wide policies do not cover the academy's requirements. The academy policies must be approved by the MST to ensure it meets the employers' legal and moral requirements and will be in addition to the MST Trust wide policies, procedures and guidance.

Any MST Trust-wide Health and Safety Policies, Procedures and Guidance must not be amended, either to add to or remove, in any way, apart from inserting the name of the individual academy and on the General Statement of Intent.

Any review proposals raised by the Local Governing Body and the MST Health and Safety Committee will be required for approval by the MST Director of Estates and the Trust Finance Committee.

#### 4 Reporting of Accidents/Incidents/Near Miss

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences to staff, pupils, on site contractors, visitors and all members of the public when on school premises, arising out of, or in connection with work.

##### a) Clarification of definitions

It is the understanding of the academy the definition of accidents/incident/near miss (AIN) are:

- Accident – any unplanned event that results in personnel injury or damage to property, plant or equipment.
- Incident – an unexpected and usually unpleasant event that has happened. Including acts of aggression/verbal abuse.
- Near miss – is an unplanned event that did not result in injury, illness, or damage, but has the potential to do so. Other familiar terms for these events are a “close call” a “narrow escape”, or in the case of moving objects, “near collision” or a “near hit”.

##### b) Prevent Future Incidents

A faulty process or management system invariably is the root cause of AIN's and must be the focus for improvement.

Most AIN's producing events both serious and catastrophic are preceded by warning or near miss incidents. Recognising and the reporting of AIN's can significantly improve worker safety and enhance the organisation's safety culture.

c) Accident/Incident/Near Miss report form

The academy collects personal information about the injured persons(s) on the form in relation to AIN, diseases and Dangerous Occurrences arising out of, or in connection with, work. The academy may be required to share this information with the Health and Safety Executive to ensure it meets the MST legal responsibilities under the RIDDOR regulations 2013.

NB: The General Data Protection Regulation May 2018 requires that employee's personal information must be kept secure after the form has been completed.

The record form must:

- Be kept safely and accessible to all staff members.
- The accident report form must be completed for all AIN's.
- Be reviewed at least half termly to identify any potential or actual hazards which in turn are to be reported to the Health and Safety Committee.

d) What needs to be reported?

- Injuries and ill health to people at work.

Under RIDDOR the "Responsible Person" in control of the premises must report to the MST Director of Estates:

- Accidents which result in death or a specified injury must be reported without delay (see reportable specified injuries)
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident
- Any case of work related injuries
- Any disease specified under RIDDOR that affects an employee and that a doctor confirms in writing
- Any work-related deaths and certain injuries to the self-employed people that take place while they are working on the premises/site

NB: Deaths or injuries resulting from a road traffic accident involving a school vehicle travelling on the public highway, under RIDDOR are not reportable. These are classed as road traffic incidents and are investigated by the police.

e) Reportable specified injuries

These include:

- Fractures, other than to finger, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs

- Serious burns (including scalding), which: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or head-induced illness or requires resuscitation or admittance to hospital for more than 24 hrs

f) Physical violence

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on academy premises. This is reportable because it arises out of or in connection with work.

g) Reportable occupational diseases

These include (which a doctor confirms in writing):

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis e.g. from work involving strong acids or alkalis, including domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer

- Any disease attributed to an occupational exposure to biological agent

h) Incidents to pupils and other people who are not at work

Are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity
- An injury that arose out of in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examination and diagnostic tests do not constitute treatment.)

The lists of specified injuries and diseases only apply to employees. If a pupil injured in the incident remains at school, is taken home or is simply absent from school for a number of days, the incident is not reportable.

There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.

i) Dangerous occurrences

Reportable dangerous occurrences in schools typically include:

- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury damage to health
- An electrical short circuit or overload causing a fire or explosion

j) Who should report and who to report to?

The RIDDOR reporting system is only for notification of those incidents which require reports under the RIDDOR regulations. Reports should only be submitted by the “Responsible Persons” i.e. Business Manager or Headteacher with duties under these regulations, in control of work premises where incidents occur. It is not appropriate for injured persons, members of the public or others who do not have duties under RIDDOR to use this reporting system.

Any incident that falls under RIDDOR will be reported to the HSE by the MST Director of Estates using the RIDDOR incidents online reporting: <http://www.hse.gov.uk/riddor/report.htm>

Information on immediate reporting to MST should be held in the local Academy Business Contingency Plans

There is a telephone service for reporting fatal and specified injuries only:

Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm.)  
All reportable Accident/Incidents/Near misses must also be reported to MST Director of Estates.



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- k) Records must be kept for:
  - Any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR.
  - All occupational injuries where a worker is away from work or incapacitated for more than seven consecutive days.
  - If a worker is away from work or incapacitated for more than three days a record must be kept.
  - All incidents recorded in the academies accident book must be kept in a secure place to comply with the General Data Protection Regulations May 2018

These records must be kept for at least 3 years after the incident.

#### l) Reporting requirements of other regulators

There may be other reporting requirements placed on schools by other regulators in the education sector e.g. Ofsted and Local Child Protection Agencies. The requirements of these other regulators are separate to and distinct from the legal duty to report incidents under RIDDOR.

## 5 Electrical Safety

The Health and Safety at Work Act 1974 imposes general duties on employers to ensure the health and safety of employees and others. The Electricity at Work Regulations 1989 also set out specific requirements on electrical safety. All of these apply in schools.

The Headteacher/Principal must ensure that all electrical equipment brought onto the academy premises from other sources e.g. on loan, or during a letting, has the appropriate test certificate and is formally visually inspected in accordance with the electrical safety management guidelines. Staff are reminded that they must not bring electrical equipment into the academy without the permission of the Headteacher/Principal.

- a) Competent Persons to undertake maintenance or repair of electrical installations and portable appliance testing (PAT)
  - Under no circumstances will academy staff work on live electricity, unless they have received the appropriate training and have the level of skills and experience required to do so safely and competently. Certificate of the training would be required as proof.
  - Teachers cannot be required to undertake any electrical maintenance or repair work. Without exception, such work should be allocated to an individual with appropriate training and expertise.
  - Day to day testing of electrical equipment could be the task of a delegated member of staff e.g. Site Manager/Supervisor/Caretaker who have had the necessary training and equipment for this task.

Only people who have the necessary professional training and skills required should carry out more complex work on testing and maintenance.

- Students using electrical equipment connected to the mains such as computers may not be left unsupervised by teachers or support staff.

- - b) Risk Assessment

Suitable and sufficient risk assessments are required to identify significant risks to health and safety and measures that are to be taken to remove or reduce risks. Risk assessments on electrical safety must take account of the requirements of the Electricity at Work Regulations, which cover electrical apparatus as well as the mains supply.

- c) Visual inspections and tests

All portable appliances should be visually inspected at the beginning of each term, but more frequently if its use or environment suggests this e.g., checking for loose cables or signs of fire damage, and if possible, checking inside the plug for internal damage, bare wires and the correct fuse.

All earthed portable equipment such as drills, saws, irons, hand lamps, etc. should be subject to a detailed inspection and test at a frequency dependent upon the use of the equipment and determined by a competent person. Items, which are rarely unplugged e.g. refrigerators will need inspecting and testing infrequently.

- d) Portable Appliance Test (PAT)

PAT must be carried out by someone with the necessary knowledge and experience to carry to a test and interpret the results should be completed in accordance with the findings of the risk assessment.

- e) Records of PAT

A written record of the tests, in the form of a logbook or register should be maintained and be available for examination and the equipment itself should be marked with some form of identification, with the date of the most recent test included on a label.

- f) Damaged or faulty appliances

Must be removed from use and either repaired by someone competent or disposed of to prevent its further use. The item must be labelled with a "DO NOT USE" sticker attached until it is suitably repaired. If the item is to be disposed of, the plug must be removed and disposed of safely.

- g) Fixed Electrical installations

The HSE advises that fixed electrical installations (including the mains system, sockets, lights and heaters provided they have been adequately maintained), should be inspected by a competent person at least every 5 years. A more frequent inspection and testing will be necessary if the installations are subject to damage and abuse.

- h) Record of fixed wire tests

A test certificate should be prepared showing the date and results of the inspection and test. A copy will be kept at the school.

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Equipment should always be visually checked before use in particular the condition of power cables and their terminations, as these can often be damaged, wrenched and jerked, which may loosen their connections.

NB: Any accidents/incidents/near misses involving electricity may need to be reported under RIDDOR see section 5 and to the MST Director of Estates.

i) Preventing accidents with electricity

In the prevention of accidents and fire the academy will not accept gifts or second-hand electrical appliances, or bring in their own appliances from home, unless a competent person has tested the equipment and records provided of the test (PAT). Electric toasters, hair dryers or straighteners, fan heaters and other similar appliances are not permitted unless specifically sanctioned by the Headteacher as they present a fire risk.

## 6 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide “adequate and appropriate” provision to ensure their employees receive immediate attention if they are injured or taken ill at work.

The above regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, it is strongly recommended by the HSE and it is the academy’s policy that provision is made for them.

a) Assessment of first-aid needs

This involves consideration of workplace hazards and risks, the size of the academy and other relevant factors to determine what first-aid equipment, facilities and personnel should be provided.

b) Points to consider/impact on first-aid needs include:

- The number of people at any one time that occupy the building. These should include staff, pupils, visitors, work experience students and contractors.
- The type of accidents/incidents that have been identified in the past.
- The size of the academy.
- Are there any workplaces that include are remote?
- Higher level hazards, such as chemicals or dangerous machinery.
- Do any members of staff work remotely or alone?

Is there enough provision of first-aiders to cover if some are absent?

c) MST defines the minimum first-aid provision on any school site is:

- - A suitably stocked first-aid kit(s) (determined by the first aid assessment)
  - Appropriate numbers of trained qualified First Aiders (determined by the first aid assessment)
  - Information for employees about first-aid arrangements e.g., names of first aiders to be displayed, clearly identifiable and accessible first aid kit(s)
  - Provision of first-aid needs to be available at all times to people at work.

d) What should be put in the first-aid box?

There is no mandatory list of items to put in the first-aid box; it depends on what needs have been assessed. As a guide for low-level hazards minimum stocks of first-aid items are:

- A leaflet giving general guidance on first aid (e.g., HSE's Basic advice on first aid at work).
- Individually wrapped sterile plasters
- Sterile eye pads
- Individually wrapped triangular bandages, preferably sterile
- Safety pins
- Large individually wrapped, sterile, unmediated wound dressings
- Medium-sized, individually wrapped, sterile, unmediated wound dressings
- Disposable gloves

NB: Tablets and medicines should not be kept in the first-aid box, Please refer to separate Policy for the dispensing of medication to pupils.

e) Location of first-aid boxes

Each School in the Trust must have a clear log and location listing of all of the first aid boxes kept within the school

f) First aiders – Training and qualifications

The first aider is someone who has completed training appropriate to the level identified in the assessment of first aid. All first aiders are required to attend an appropriate first aid course with a competent training provider (e.g., St John Ambulance, British Red Cross) and undertake appropriate refresher training.

g) Selecting a training provider

When selecting a training provider you should check:

- The qualifications expected of trainers and assessors
- Monitoring and quality assurance systems
- Teaching and standards of first-aid practice
- Syllabus content

- - Certification
- h) First aid courses include:
  - First aid at work (FAW)
  - Paediatric first aid training
  - Emergency first aid at work (EFAW)
- i) How many first aiders?

This depends on the assessment of your first-aid needs, or where there are additional special circumstances. As an example, the HSE suggested numbers available at all times at work are:

- Low hazard – for more than 50 people at least one first-aider trained in every 100 employed
- Higher-hazard – for more than 50 at least one first-aider trained for every 50 employed

The School Business Manager maintains an up to date list of trained first aiders which is prominently displayed in the main office and on the academy's staff website. 7 Fire Policy (to be adapted to each school)

a) The Responsible Person

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the "Responsible Person" to ensure that their 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 Headteacher/Principal within the academy and is responsible for ensuring that appropriate arrangements are in place to ensure the safety of the premises and occupants. Duties include, taking:

i) Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises. This includes:

The completion of a Fire risk assessment, which should be suitable and sufficient and carried out by a competent Fire Risk Assessor (see sub-heading Competence of a Fire Risk Assessor, below).

Good housekeeping, do not allow combustible materials to accumulate.

Suitable fire fighting equipment, which is located in appropriate positions.

Means of raising the alarm.

Fire doors to be kept closed at all times (unless they are fitted with an appropriate device which enables the door to be closed automatically in the event of a fire).

Daily checks on the premises to be carried out, including security to ensure that all practical measures have been taken to reduce the risk of fire both internally and externally.

ii) Measures in relation to the means of escape from the premises

This includes:

Fire action notices to be displayed throughout the building with clear emergency evacuation instructions in the event of a fire. E.g.

Any person discovering a fire

- Sound the alarm
- Call the Fire & Rescue Service telephone 999
- Leave the building by the most direct route
- Attack the fire using fire extinguishers or other fire fighting equipment only if your escape route is blocked by the fire

On hearing the fire alarm

- Leave the building by the most direct route, closing all doors behind you.
- Report to the assembly point for the building
- Do not take risks
- Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service
- Do not use any lifts

iii) Measures for securing that, at all material times, the means of escape can be safely and effectively used.

- Fire exit routes must be kept clear of obstructions at all times
- Final fire exit doors must be kept clear of obstructions leading to a place of safety on the external parts of the building

iv) Measures in relation to the means for fighting fires on the premises

- Appropriate fire fighting equipment must be provided
- Relevant staff members must be trained in the use of fire extinguishers (this is to aid an escape only)

v) Measures in relation to the means for detecting fire on the premises and giving warning

- Appropriate fire/smoke detection to be installed, in relevant locations
- Viewing panels in doors and walls, when there are rooms within rooms

vi) Measures in relation to the arrangements for action to be taken in the event of fire on the premises including:

- Measures relating to the instruction and training of employees
  - Fire Policy and Procedures to be disseminated to all staff
  - Fire awareness training to be provided to all staff
  - Fire Action Notices to be displayed throughout the building
  - The training of Fire Marshals

#### Measures to mitigate the effects of the fire

- Do not exceed the maximum occupancy
- Maintain fire exits and signage
- Comply with electrical and gas regulations
- Service and maintenance of fire fighting equipment, which must be easily accessible
- Safe storing and using, of hazardous materials
- Safety inspection of buildings
- Maintenance of fire alarms systems
- Fireproofing
- Training of staff Fire drills

#### b) Role of Teaching Staff

- All teaching staff have the responsibility for the safe evacuation of children in their charge
- Teaching staff should ensure that their children line up quickly and safely and walk out of the building silently, evacuating by the nearest safe emergency exit route

#### c) People with disabilities

- Teaching staff should be aware of any child in their class that has a disability and may experience difficulties in evacuating the building by the designated escape route e.g. where there is a difference in floor level with stairs or ramps. A Personal Emergency Evacuation Plan (PEEP) must be completed.
- Line Managers must complete a Personal Emergency Evacuation Plan for all people with a disability

#### d) All staff members

- Must take reasonable care for their own health and safety at work and that of other persons who might be affected by their acts or omissions
- Should follow evacuation procedures

All staff are required to take mandatory fire awareness training.

Under no circumstances is anyone to re-enter the building unless the Emergency Services gives the all clear.

#### e) Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. The fire risk assessment should demonstrate that, as far as is reasonable, the needs of relevant persons including the disabled have been identified.

A suitable and sufficient fire risk assessment must be completed by a competent Fire Risk Assessor and reviewed at least every 12 months, or sooner if there have been significant changes e.g., in the layout of the building, if there are contractors working on site that may pose a hazard.

f) Competence of a Fire Risk Assessor

The academy defines as a minimum that a competent Fire Risk Assessor to be as follows:

- Completed the NCC Premises Management course and/or
- Hold at least the IOSH/ Managing Safely/NEBOSH National Certificate in Fire Safety and Risk Management, or equivalent.
- Has a demonstrable experience in completing school/college Fire Risk Assessments
- Plus
- Has a current DBS check

g) Housekeeping

Good housekeeping is essential to reduce the risk and spread of fire within the school building and outbuildings.

- Combustible materials should be kept to a minimum, do not allow waste or storage of materials to build up
- Empty waste bins regularly
- Do not store skips and waste bins near to the school property
- Ensure large amounts of contractor's materials are stored safely away from the buildings (wherever possible)
- Keep flammable materials away from sources of ignition (e.g. do not store materials on top of a radiator, fridge or microwave)

h) Fire Safety Management (FSM) Checks

To ensure compliance with fire regulations checks must be made to reduce the risk of fire at the academy. These tasks are delegated by the "Responsible Person" the Headteacher/Principal to the Site Manager/Supervisor/Caretaker at the academy.

FSM checks Daily/weekly/monthly/three monthly/six monthly/annual checks must be made and records kept.

- Checks include
  - Escape routes
  - Fire Warning systems
  - Escape lighting
  - Fire fighting equipment

These checks are prioritised for service and maintenance requirements.

i) Fire Marshalls

Staff expected to undertake the role of Fire Marshalls (often called fire wardens) would require comprehensive training. Their role may include:



- Performing a supervisory/managing role in any fire situation
- Assisting those on the premises to leave
- Checking the premises to ensure everyone has left
- Using fire fighting equipment if safe to do so
- Liaising with the fire and rescue service on arrival
- Shutting down vital or dangerous equipment

The School Business Manager maintains an up to date list of trained fire marshalls which is prominently displayed in the main office and on the academy's staff website.

j) Safe Emergency Evacuation Procedures

Under no circumstances are lifts to be used for evacuation purposes in the event of a fire. Unless, the lift is clearly identified as an emergency evacuation lift, and this may only be used for people with disabilities.

Fire Action notices must be displayed in appropriate locations throughout the buildings next to fire call points. These will include clear instruction on what to do when raising the alarm and information regarding the nearest fire ex and assembly point(s).

All staff must be aware of emergency procedures, including:

- Fire action notices
- The locations of temporary fire alarms
- How to activate the fire alarm as a means of raising the alarm
- Locations of Fire Extinguishers (fire extinguishers must only be used to aid escape in the event of a fire)
- Emergency exit routes/final exit fire doors • Fire assembly points

k) On Sounding or Hearing the Alarm

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly in a calm manner.

- On discovering a fire
  - Sound the alarm by pressing one of the emergency fire alarms
  - Call the Fire & Rescue Service telephone 999
  - Leave the building by the most direct route
  - Attack the fire using fire extinguishers only if your escape route is blocked by the fire and in order to enable a safe evacuation
- On hearing the fire alarm
  - Leave the building by the most direct route, closing all doors behind you

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Report to the assembly point for the building

- Do not take risks
  - Do not return to the building for any reason until authorised to do so by the Fire & Rescue Service
- 
- Back Up Alarm

In the event of a power cut, or an alarm failure, fire air horns should be used. 1) Fire Drills

- Why carry out fire drills?

Fire drills are intended to ensure, by means of training that:

- People who may be in danger act in a calm and orderly manner
  - Those with responsibilities carry out their tasks to ensure the safety of all concerned
  - Escape routes are used in accordance with a predetermined and practiced plan
  - Evacuation of the building is achieved in a speedy and orderly manner
  - People will react rationally when confronted with a fire or other emergency at school
- 
- How often to carry out a fire drill?

It is the policy of the academy to carry out fire drills in each term and a record kept of drills undertaken and evacuation times. These will be reported to the Local Governing Body.

- Should you inform staff before a fire drill?

The advantage of informing all staff of fire drills beforehand is that firstly they will not panic, which avoids potential injuries that could be caused in a rush to exit a building. Secondly if the alarm sounds without a prior warning, there will be no ambiguity as to if it is a drill or not and people will behave appropriately. Head teachers with experienced staff who have successfully completed pre-arranged fire drills may consider additional drills without providing fore warning in order to test for other hazards.

- Preparing for a fire drill

When planning a fire drill decide on something specific that will be monitored. This could be a specific aspect of the escape plan that has been highlighted as needing improvement or a more general goal, such as reducing the amount of time it takes for everyone to exit the building.

Amongst the staff, a team of fire marshals with a chief fire marshal should be appointed to supervise fire drills and check that everyone gets out safely. All marshals will require special training so that they can carry out their duties safely and effectively.

- Informing the fire service of a fire drill

If the academy has a system that automatically informs the fire service when the alarm is triggered, take appropriate measures to stop this from causing the Fire Service a wasted journey. Take any systems off line before the fire drill but be sure to get them back up and running once the drill has finished.

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m) During the fire drill and/or Emergency Evacuation

To monitor fire drills, observers should be placed at points around the building in areas such as stairwells to look for good and bad practices. Any room for improvement can be noted and then discussed at the debriefing meeting after the evacuation.

In buildings where there are more than one exit route, the main exits should be blocked off to encourage staff to use alternative escape routes as in a real fire; parts of the building could be impassable due to fire or smoke.

Set a stopwatch to record how long the full evacuation takes, teachers, academy business managers, cleaning supervisors, senior catering staff, and fire marshals should do a roll call and tick people off to make sure everyone in their class and department(s) are out of the building.

The Fire Service must be informed immediately of any person who is missing, along with their area of work.

n) Evacuation of people with disabilities – Personal Evacuation Plans (PEEPS)

Of all the people who may be especially at risk you will need to pay particular attention to pupils, staff and visitors who have special needs, including those with a disability.

Personal need requirements will often be modest and may require only changes or modifications to existing procedures. It may be required that a PEEP needs to be developed for that individual who frequently uses the building. This PEEP needs to be completed in consultation with the individual or in the case of a pupil with their parents/guardians and/or other relevant people, with copies provided of the PEEP and records kept.

- A PEEP should also be completed for any pupil, staff or visitor who has a disability
- The PEEP will clearly state what actions are required in those particular circumstances

o) Assembly Points

An area outside the school building must be designated as an assembly point. It must be clearly marked and easily identified by anyone who may be on the academy premises. It must be far enough away from the academy building(s) to give protection from the heat and smoke given off by a fire. It should be in a position that does not put any people at risk by emergency vehicles responding to the incident.

- Once outside and at the Fire Assembly point, staff members should take a register to check that all children and staff members are accounted for:
- If there are any staff or children missing this must be reported immediately to the Fire Service – details to be provided to the Fire Service must include:
  - Name of missing person
  - Place and time last seen and by whom
  - Any other information e.g. medical condition or behaviour issues

Staff members in charge of the class are then to supervise the class and await further instructions from the Fire and Rescue Service.

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## 8 Invacuation (Lockdown) Policy and Procedures (to be adapted to each school)

In addition to an established Fire evacuation Policy each school also needs to have an Invacuation Policy.

A lockdown may be used in response to situations including:

- An incident or civil disturbance in the local community which poses a risk to the school
- An intruder on the site with the potential to pose a risk to the school
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity of the school
- A dangerous dog roaming loose

Each school needs to carry out an Invacuation Drill at least twice a year and produce a report on the success of the procedure and any lessons learnt. Schools will need to produce a policy that is tailored to the school building and classrooms.

## 9 Buildings Safety Management (BSM)

The “Responsible Person” i.e. the Headteacher/Principal who may delegate these tasks, has a duty to provide and maintain a working environment that is safe and without risk to health. Support and guidance can be offered through the MST Director of Estates.

Information required in the BSM records is:

- Installations that are currently in place
- Is there a testing/check/service/maintenance regime in place, if YES how often?
- Is the testing/check/service/maintenance completed by an external contractor or by competent academy employee(s)?
- Names and job title where relevant

Or

- Full contractor information

a) Site safety inspections, repair and maintenance checks

Checks should be completed daily, and any repairs and maintenance that are identified must be reported to the Headteacher/Principal or their delegation person. The report should include:

- Date the work/actions were identified
- Description of work/actions required and/or what immediate actions were taken (if any).
- Name of the person reporting
- Date work was completed

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It may be necessary to take photographs of the work required in order for a more accurate description to be made.

b) Contractors

- Construction/Building Work/Refurbishment or Demolition

Under no circumstances must plans for/construction/building work/refurbishment or demolition on academy premises begin without consulting the MST Chief Executive Officer, Chief Operating Officer or the Director of Estates.

For academies that are subject to a PFI contract the works will have been agreed in advance through the PFI Provider

For others or where required work falls outside of the PFI contract:

- Suitability of all contractors

The person responsible for contractors on academy premises is the Headteacher/Principal, or their delegated staff member and/or where applicable the Director of Estates. The approved Building Maintenance supplier is Parkwood Leisure at Mulberry School for Girls and Mulberry UTC, who have completed approved contractor pre-checks for their staff and subcontractors before attending academy premises to carry out work. Therefore checks and procedures need to be carried out on other contractors (if not confirmed on the MST approved list of contractors) including:

- A Contractor Pre-contract Checks form must be completed by the contractor(s) and delegated person and approved before any work commences
- Competence of the contractor to complete the job safely e.g. their skills, training, knowledge and experience in the work to be completed is essential. The more complex the task the more competent the contractor will need to be
- Contractors are required to comply with legislation, relevant regulations and the academy's Health and Safety Policy, Procedures and Guidance
- An assessment of the hazards and risks involved with the work
- The delegated person who is responsible for the contractor(s), together with the contractor(s) must discuss the planned work to be completed; suitable and sufficient Risk Assessments and Method Statements must be provided by the contractor
- What can cause harm to people, or damage to building, plant and equipment. E.g., hazards associated with equipment the contractor(s) will be using including vehicles, tools and noise.
- Are there any harmful substances used in the processes §□ Who might be harmed and how?

How will the risks be controlled?

Considerations include:

- Any risk from each other's work that could affect the health and safety of others e.g. access and egresses to the site, pedestrian routes, will local residents be affected. Will the work affect other relevant staff/pupils/visitors/other contractors?
- Make sure you agree the measures needed to control risks with the contractor before work starts

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- Is a documented safe system of work (Permit to Work) required?
- Once you have agreed action to control risks, be clear about who will do what and when
  - Provide the contractor with information and instruction about all the health and safety potential risks on site that they may need to be aware of
  - The “Responsible Person” or the delegated person and the contractor must work together and coordinate activities to ensure the work can be completed safely and without risks to health. E.g. regular meetings throughout the course of the work. The level of cooperation and coordination will depend on:
    - The job to be done
    - The number of contractors (or subcontractors) involved
    - The risks involved

and

- Consult with others affected on site. You must consult with employees on health and safety matters by law
- Consult with employees on how the contractor’s work will affect their health and safety
- Make sure they know how to raise any concerns they may have about the contractors and their work
- Pay particular attention to those whose first language may not be English
- Do not assume that contractors will be aware of all risks, even if they seem obvious to you

Managing/supervising the work

- Who will be responsible for the work and what do you expect them to do?
- Who is in charge of supervising their work and how? What welfare arrangements have been made for workers?
- How will the work be done and what precautions will be taken? Always refer back to risk assessments/method statements to ensure the contractor is complying with the control measures and processes identified in the assessments
- What equipment should or should not be worked on/used?
- What personal protective equipment (PPE) is to be used and clarify who will provide it? (It is the contractor’s responsibility to ensure that PPE is suitable for the job being undertaken and they are responsible for the supply of PPE)
- What are their working procedures (refer to risk assessments/method statements) including permit to work/hot work
- What arrangements are there for stopping the work, if there are serious health and safety concerns?

Once the work has started, the Site Manager/Supervisor needs to ensure checks are made on how the work is going, in line with what was agreed. This can be done by:

- Regular checks “are control measures working?”
- Investigating (and recording) of things going wrong, this may be: near misses, accidents and ill health. What went wrong? What can we do to prevent reoccurrence?

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- Contractor information and academy Health and Safety requirements, to be provided to the contractor

General safety rules

Must sign-in upon arrival and sign-out when leaving

Before starting work at the Academy/Site, report to the Site

Manager/supervisor

Must comply with the academy's Contractor Health and Safety Policy and Procedures

Must sign the contractor log book when work has been completed Comply with the Health and Safety at Work etc. Act 1974, and any subsequent legislation

Take care of themselves and any other person(s) that may be affected by their acts of omissions

Be directly responsible for the acts and omissions of their workers

Comply with Regulations, and work to best practice, e.g., Guidance and

Approved Codes of Practice that are relevant to their work

Comply with the conditions, procedures and control measures as defined by their method statements and risk assessments

Provide their workers with adequate PPE and shall use/wear relevant PPE as necessary

Provide suitable and safe work equipment

Cease to use and report any safety related defects found with all/any work equipment they are using

Report any issues with health and safety including accidents/incidents/near misses

Make their own First Aid provision

Not intentionally damage or misuse anything provided in the interests of Health and Safety whilst on Academy premises

Report to the Headteacher/Principal, Business Manager or Site

Manager/supervisor any incidents that may directly or indirectly affect health and safety and well-being of persons on the academy site

Remain in the area of work undertaken and shall not enter any other area without permission of the Headteacher/Principal, Business Manager or Site Manager/supervisor

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Not store any hazardous substances on the Academy premises without permission of the Headteacher/Principal, Business Manager or Site Manager/supervisor

Not smoke (including vaping) in/on any part of the Academy/Site buildings or anywhere on site

This may not be a comprehensive list and therefore contractors should be reminded that, at all times, they must work in a safe manner.

- Specific safety rules
- Fire Alarm/emergency evacuation

All contractors must make themselves familiar with the emergency fire procedures for the Academy

If a contractor discovers a fire they must raise the alarm immediately and follow the emergency fire procedure instructions provided on the Fire Action Notices throughout the building

- Permit to Work (PTW)

PTWs are a formal management system used to control high-risk activities. These enable an assessment of risk to be made and to specify control measures, which will be put in place in order to minimise the risk.

They are necessary for such activities as maintenance or construction work by external contractors, unless a suitable and sufficient risk assessment indicates otherwise.

NB If work is carried out by Parkwood Leisure they will undertake all checks and PTW's. If the academy uses other contractors then it is the responsibility of the academy to produce the PTW.

Examples of types of work which permits will be required include:

- Working at height, e.g., on roofs
- Confined spaces, e.g. ducts
- Hot work e.g. , welding, soldering or cutting using hot flame techniques
- Live working on electricity supply systems
- Work involving interaction with asbestos
- Excavation and the digging of trenches

Intention of the PTW is to:

- Ensure that the work is intended to take place is properly authorised
- Clarify the nature and extent of the work
- Specify which precautions must be taken and which activities are prohibited
- Consideration should also be taken of the activities of other people on the Academy/Site, which may be affected by the proposed work. These activities may need to be temporarily suspended or modified
- Indicate the date, time and location that the specified activities may occur
- Ensure that all those persons who have control of or any who are affected by the activity are made aware
- Provide a record of the work, that the specified precautions have been understood and implemented, and that the workplace and/or equipment are returned to a safe condition



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Academy employees are not permitted to undertake work, which will require a PTW.

- Key Points of the Permit To Work (PTW)
  - The Academy/Site Manager/supervisor is responsible for enforcing the use of PTW's
  - A competent person who understands the risks and the necessary control measures to put in place should only issue permits. (NB for work carried out by contractors for Parkwood Leisure, then Parkwood Leisure will undertake the PTW)
  - A permit should be task specific and the necessary risk assessments and methods statements still need to be completed by the contractor in liaison with the Site Manager/Supervisor. PTW are not a replacement
  - PTW should only be in place for a limited duration and be clearly dated with specific conditions attached
  - PTW should state these requirements, for example, electrical isolation
  - The Site Manager/Supervisor should only sign and date the permit when they are satisfied that all precautionary measures have been taken
  - If the risk is too high, e.g. because of bad weather/conditions or dangerous structure then a permit should not be issued, and work not commenced
  - All PTW records must be retained by the Site Manager/Supervisor

Examples of control measures that should be considered when issuing a PTW include:

#### Roof works

- Testing roof fragility
- Edge protection
- Prevention of falls of materials or objects
- PPE
- Emergency procedures
- Adequate means of access

#### Hot works

- Good housekeeping
- Use of protective curtains (where relevant)
- All "hot works" equipment should be regularly maintained and inspected
- Ensure a competent person visits the area after hot works has finished to ensure that no smouldering embers or hot surfaces remain
- Provision of suitable fire extinguishers
- Ensure that sprinklers (if installed) are isolated and reactivated after the works

#### Isolation

When working on electrical systems, they should be physically isolated i.e., "locked off" (with the contractor's own padlock) etc., this should be stated on the permit

Other control measures include:

Warning signs and often a lookout need to be posted around the area where work is being carried out

#### Cancellation of PTW

- When the operations laid out in the permit have been completed, it should be cancelled immediately and returned to the Site Manager/Supervisor. They should ensure that the work detailed on the permit has been done satisfactorily. They should then sign off the permit to ensure that it is fully cancelled

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- This may only be done when all personnel and equipment involved in the work detailed on the permit has been removed from the permit working area
- Only then, when the Site Manager/Supervisor and contractor are satisfied that it is safe, can there be a return to normal service

#### Vehicles on site

- The speed limit whilst on Academy/site is 5 mph
- All vehicles must be parked in accordance with the Academy designated parking areas, if unsure then ask at reception or with Site Manager/Supervisor/Caretaker
- All contractors should be reminded that primary school children can often become distracted and are not aware of the dangers of moving vehicles. Contractors must remain vigilant at all times.

## 10 Legionella control

The Health and Safety at Work etc. Act 1974 places a duty on employers to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to achieve compliance with legislation, it is essential that the Headteacher/Principal who is the duty holder to ensure the following written control scheme is in place:

- Identify and assess the sources of risk for which employees, pupils or visitors may be exposed to within the academy. The assessment should include a survey to identify whether there are conditions, i.e. areas of water stagnation, present that will encourage bacteria growth, this includes legionella.
- Identify the hot and cold water temperatures throughout the buildings water storage and distribution system to locate any systems or areas where water may be stored or distributed between 20-45 °C
- Identify all areas or services capable of releasing an aerosol such as showers, spray taps and where necessary put measures in place to control the risks.
- Keep an up to date plan of the water system layout including parts temporarily out of use
- Identify whether there are susceptible individuals present that may be exposed to such aerosols

### a) Managing risk

The following guidance should be actioned and a record kept of:

- Weekly tasks

Weekly flushing of any outlets and showers that are infrequently used (less than once per week).

Precautions should be taken to minimize aerosol release when implementing a flushing programme

- Monthly tasks
  - Water temperatures should be recorded at the nearest and furthest outlets from the storage tanks and water heaters

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- Water temperatures in the flow and return pipes to storage tanks and water heaters should be monitored and recorded
- Hot water temperatures should be recorded from outlets after 1 minute of operation. Cold water should be tested after 2 minutes of operation
- A programme should be set to ensure that all the taps within the building are checked at least once, annually
  - Quarterly

All showerheads and hoses should be dismantled, cleaned and descaled on a quarterly basis. This action should be recorded

- Six monthly

The cold water storage tanks should be inspected and temperatures recorded to cover storage, supply and distribution temperatures and general conditions

- Annually

The condition of the tanks should be reviewed annually. Where the presence of organic material, vermin and water quality deterioration is identified, remedial action should be conducted. Where required a sample should be taken from the drain outlet

b) Schools holidays, low occupancy periods, six week summer break

It is extremely important to manage the risk of legionella during school holidays and periods of low water usage or closures. Such times will provide the perfect opportunity for bacterial growth and proliferation including the growth of legionella within the academies water systems and services.

The following actions should:

- When the school is occupied but at a significantly lower capacity to normal then the outlets which are used less than once per week should be flushed weekly
- When the school is not in use at all during the holiday periods including outbuildings, sports halls/gym etc.) Then all tanks, calorifiers and associated outlets should be thoroughly flushed prior to the commencement of the new term. This should be recorded. Water samples should also be considered for collection prior to the start of the new term

## 11 Manual handling

The Manual Handling Operations Regulations 1992 (MHOR), (as amended in 2002) apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either animate, such as a person, or inanimate, such as a box.

The MHOR establish a clear hierarchy of measures for dealing with risks from manual handling:

- Avoid hazardous manual handling operations, “so far as is reasonably practicable”
- Assess any hazardous manual handling operations that cannot be avoided
- Reduce the risk of injury, so far as is reasonably practicable

a) Manual Handling Risk Assessment

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The responsible person, the Headteacher/Principal or their delegated member of staff is responsible for the following:

- Manual handling risk assessments will be completed for moving loads that cannot be avoided
- Information, instruction and training will be provided to employees
- Wherever possible the load to be moved will be reduced e.g. is it possible to split the load into smaller units?
- Use appropriate equipment for reducing the need for manual handling, e.g., trolleys to eliminate/or reduce the risk of injury

The following guidelines should not be exceeded and each individual must be aware of their own physical capabilities and should not attempt to move any object that is beyond their capabilities.

- For men and women

Force to stop or start the load Men 20kg, Women 15kg

Sustained force to keep the load in motion Men 10 kg, Women 7 kg

Manual handling problems often come from poor workplace environment or job design.

Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

All employees must complete on-line manual handling training. This should be available to all staff on-line and records kept of training undertaken.

## 12 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 explains that the employer needs to protect employees from risks associated with DSE i.e., computers and laptops.

A user is defined in the regulations as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is usually interpreted as continuous period of an hour or more on most days of the week. The employee’s line manager will identify DSE users.

To comply with DSE regulations the “Responsible Person” the Headteacher/Principal or delegated member of staff must:

- Analyse workstations to assess and reduce risks
- Make sure controls are in place
- Provide information and training
- Provide eye and eyesight tests on request and special spectacles if needed
- Review the assessment when the user or DSE changes

All DSE users must complete on-line DSE training and assessment which will provide a workstation assessment and provide information and training. Records must be kept of training completed.

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## Health risks with DSE

Some DSE users may experience fatigue, eyestrain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a number of factors,

Changes in activity may help users, the following is advised:

- Stretch and change position
- Look into the distance from time to time and blink often
- Change activity before you get tired rather than recover
- Short frequent breaks are better than longer, infrequent ones

### a) Eye tests

Upon request of the DSE user, identified by their line manager, (see above) the academy will pay for a test to be carried out by a qualified optician. Only “users” are entitled to receive corrective appliances paid for by the academy.

“Normal” corrective appliances are at the user's own expense, but users needing “special” corrective appliances will be prescribed a special pair of spectacles for display work only. The academy liability for the cost of these is restricted to payment of the cost of a basic appliance, i.e. of a type and quality adequate for the user's work.

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

## 13 Training/Inductions

The Health and Safety at Work Act 1974 places a duty on the employer to provide information, instruction, training and supervision. All employees are required to cooperate with the academy and MST in undertaking their legal duties.

The HSE describes competence as “the combination of training, skills, experience and knowledge that a person has and their ability to apply this to perform a task safely”. Other factors, such as attitude and physical ability, can also affect someone's competence.

Someone's level of competence only needs to be proportionate to their job and place of work. You would not need, for example, the same health and safety competence to work in an office as you would on a construction site.

The academy will appoint competent people to assist them in meeting their health and safety duties.

Where members of staff do not have the necessary training to complete a task e.g., carrying out risk assessments, then appropriate training will be provided. Or it may be that manual handling training, or DSE training is required in order for someone to complete “so far as is reasonable” their tasks in a safe manner.

The completion of mandatory on-line training for all staff is required. (See details below).

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a) Health and Safety Inductions – new staff

All new employees of the academy will complete a Health and Safety induction and records kept, this will be provided by their relevant line manager at the beginning of their employment (unless there are extenuating circumstances). Inductions must include:

- 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?
- Who can they talk to about any health and safety concerns or issues they may have?

First Aid Provision

- First Aid boxes
- First Aiders

Accident/Incident/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 e.g., continuous or intermittent sound?
- A walk around the fire escape routes, final fire doors and route(s)
- Location of assembly points

Welfare facilities

- Eating, drinking and rest arrangements
- Toilet facilities

Personal Protective Equipment (PPE)

- Relevant to the job-any PPE should be suitable and sufficient for the hazards identified in the risk assessment
- Who is responsible for ordering supplies of PPE?
- Safe storage of PPE

b) Health and Safety training – all employees

Mandatory training must be completed by all employees and records kept within 8 weeks of start of employment, this includes:

- Fire awareness
- COSHH Awareness
- Manual Handling
- Work at height (e.g., ladder, stepladders)
- Slips, trips and falls
- Health and Safety at Work

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- Asbestos Awareness & Management Training (face to face delivery) is mandatory for the link Health and Safety Governor, Headteacher/Principal, School Business Manager and Site/Manager/Supervisor/Caretaker of all MST academies
- Specific job training- dependant on job role. The line manager of the employee will identify the training required e.g., risk management, risk assessment training. This could be face-to-face delivery, or on-line

In the case of an employee who has been employed before the above mandatory Health and Safety training requirements have been adopted by the academy, staff members must complete the mandatory training within 8 weeks from the date of this policy (unless there are extenuating circumstances) signed by the Chair of Governors.

In the case of the Asbestos Awareness and Management training the Chair of Governors, Head Teacher, School Business Manager, Site Manager/Supervisor/Caretaker, if not already, must complete the training within 8 weeks of taking up their post.

#### c) Health and Safety information and training records

##### Health and Safety Induction

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.

##### On-line training

Employees who complete on line health and safety training should ensure copies of certificates produced are kept by both the employee and school Business Managers.

##### Face-to-face delivery of health and safety training

Certificates and records of attendance for employees who have attended and successfully completed courses in health and safety should be kept by both the employee and School Business Managers.

#### 14 Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations 2002 require employers to control substances hazardous to health and to put in place control measures to prevent or reduce employees' exposure to such substances. All reasonable steps will be taken to substitute substances for safer alternatives, as is reasonably practicable, and to ensure that employees, pupils and visitors are not exposed to substances hazardous to health.

Using chemicals or other hazardous substances at work can put people's health at risk. Even within seemingly low risk environments people can encounter a range of substances capable of being hazardous to health.











- a) Actions to evaluate and control risks include:
- Completing an inventory identifying all hazardous substances used on the academy premises and obtaining material safety data sheets
  - Wherever possible replace hazardous substances with safer alternatives

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- A risk assessment is completed for the use of any substances, which present a significant health risk
- Ensuring that any equipment required for controlling risk is being adequately maintained
- Ensuring all staff have received information, instruction and training where required
- Ensuring records of assessments are being kept on the premises and made available on request to any relevant people
- Ensure that the exposure of personnel to substances hazardous to health is either prevented or adequately controlled
- Ensure that any equipment provided to control the risk e.g., local exhaust ventilation, fume cupboards, personal protective equipment (PPE) is adequately maintained

b) Hazard symbols and hazard pictograms

Classified substances can be identified by their warning labels and carry the pictograms detailed below

Old CHIP Symbol	New CLP symbol (Pictogram)	Illustration
		Toxic
		Harmful
		Oxidising
		Explosive
		Flammable

There are also new pictograms, which symbolize serious longer term hazards such as:



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Serious health hazard (Symbol: health hazard) Carcinogenic and respiratory sensitization



Gas under pressure (Symbol: Gas cylinder)

Such substances may be hazardous through inhalation, ingestion, absorption or contact through the skin.

#### Material Safety Data Sheets

These should be obtained from the manufacturer/supplier. Data sheets are not by themselves suitable and sufficient COSHH risk assessment. The information in the data sheet must be compared to the particular task and circumstances in which the substance is to be used and a decision made about the measures necessary to adequately control exposure.

#### Health Surveillance

Health surveillance is only required in certain circumstances and is dependent on individual circumstances. Where there is a reasonable likelihood that an identifiable disease or adverse health effect associated with exposure will occur and the risk assessment shows that health surveillance is appropriate for the protection of employees these should be carried out. Advice must be sought from the MST Director of Estates/Health and Safety Committee prior to initiating health surveillance.

Records relating to named individuals must be kept for 40 years.

Advice should also be sought from Occupational Health (contact MST for further information on OH provider) if there is any uncertainty regarding the need for health surveillance.

#### Exceptions to COSHH Regulations

There are exceptions to these regulations, which are already being controlled by their own specific legislation. E.g. asbestos, lead, radioactive substances.

#### 15 Gas Safety

The Gas Safety (Installation and Use) Regulations 1998 requires employers and self employed persons 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.

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## Competence

No person may work on gas fittings or appliances unless they are competent to do so. These 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. Any work undertaken by the PFI provider will be undertaken by a competent person.

Registered engineers are issued with a unique license number and a photo ID card. The card will list specifically the types of work that the engineer is qualified to undertake. The Business Manager or their delegated person must ensure that any contractor not provided via MST approved contractors list, who they have engaged to work on gas fittings, is Gas Safe Registered and appropriately qualified for the work to be carried out.

This can be checked by contacting the Gas Safe Register online or calling on 0800 4085500

## Gas work

Includes:

- The installation, repair or service of a gas boiler
- Installation or repair of a gas fire, gas cooker, hob or water heater
- Any other work on heat producing appliances involving the gas supply pipework, flues, or combustion chambers if connected to either a natural gas or LPG supply

## Monitoring

The Gas Safe Register will periodically monitor the work undertaken by registered gas engineers to ensure that they understand and continue to work to the standards set out in legislation and in accordance with the rules of registration. They will also investigate complaints about unsafe gas work.

## The basic requirements

The Headteacher/Principal or their delegated employee will ensure:

- All gas systems and appliances are operated and maintained so as to prevent, as far as is reasonably practicable, danger to persons or property
- Only persons authorised to work on gas installations do so (See above "Competence")
- Use a competent engineer to install, maintain or repair appliances
- Ensure that gas pipework, appliances and flues are regularly maintained
- Check all rooms with gas appliances have adequate ventilation – do not block air inlets to prevent draughts, and do not obstruct flues and chimneys

## If you suspect a gas leak

Turn off the supply and immediately call the National Gas Emergency Service on 0800 111 999 for natural gas.

For LPG call the supplier if in doubt, evacuate the building and inform the police and well as the National Gas Emergency Service or your gas supplier.

Do not turn a gas supply back on until a leak has been dealt with by a Gas Safe Registered Engineer. Contact the appropriate MST personnel nominated on the MST Incidents Reporting form.

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## Maintenance

All gas appliances, flues, pipe work and safety devices will be maintained in a safe condition. The Headteacher/Principal or their delegated person will ensure they are inspected by a competent person who is a Gas Safe Registered engineer, in accordance with current industry practice. Periods between inspections may vary depending on the equipment and use and should follow manufacturer's recommendations. Annual inspections will be a minimum frequency.

Equipment should be designed, operated and maintained to make sure dangerous levels of carbon monoxide are not produced. The Headteacher/principal or their delegated person should make sure staff responsible for are fully trained to use the equipment and use a safe procedure for purging, lighting up and shutting down.

Equipment should not be used in poorly ventilated spaces. There should be enough ventilation to remove combustion products.

## 16 Asbestos Management

Asbestos awareness training has been covered in section 13 Training and Competence. Many schools, built before 2000, will contain some form of asbestos. Asbestos-containing materials (ACMs) include:

- asbestos lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- floor tiles
- cement roofing and guttering
- textured coatings

Those most at risk of disturbing ACMs are tradespeople, caretakers, etc. The school's plan needs to contain provisions to ensure that information about the location and condition of ACMs is given to anyone who might disturb these materials. The Headteacher/Principal should also ensure that staff likely to disturb asbestos are suitably trained.

The Headteacher/Principal needs to ensure staff are made aware of the potential hazards when dealing with asbestos. All staff should be instructed not to disturb or damage ACMs, for example by pinning work to walls. They should also report damage to school fixtures or fittings that could lead to the release of asbestos fibres, e.g. damage to ceiling or floor tiles, or to column seals in system-built schools.

The Headteacher/Principal responsibilities include:

- keeping an up-to-date record of the location and condition of ACMs in the school

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- assessing the risks from any ACMs in the school
- making plans to manage the risks from ACMs in the school
- putting those plans into action

## 17 Bomb Threat Procedure

a) Action to be taken on receipt of a bomb threat or suspicious package(s) The caller should be asked the following questions, whether it is the police or direct: i) Where is it?

ii) In which building? iii) On which floor?

iv) What time will it go off? v) What does it look like?

vi. Size?

vii. Colour of package? viii) What kind of bomb is it (type of explosive)?

ix) Why are you doing this and do you have a code word? x) Who are you? Name .....

Address ..... xi) Time of call.

Try to write down exactly what the person said immediately as this might include a code word and is very important to the Police. The person receiving the call should immediately contact the Headteacher/Principal or in his/her absence the Deputy and inform them of the answer to the questions. They should alert the police, the Local Authority and the CEO. The Headteacher will decide whether to evacuate the building.

### b) Evacuation

Inform (insert all relevant designated staff) of the situation (radios and mobile phones should NOT be used) and tell them to evacuate the school as per the fire drill, except to instruct them to:

Leave doors and windows open (the area that contains the bomb or suspicious package should be sealed with windows and doors closed).

Ask staff and students to take all personal items with them (if left, these items would need to be searched thus wasting valuable time and effort). Ask staff and students to make their way to assembly areas (avoiding the area of the bomb/suspicious package) as directed by the Headteacher.

Stage 1 – Assemble at the normal fire drill areas

Stage 2 – Move to the off-site assembly point, once the area has been cleared.

### c) Security during an Evacuation

The security of the building during an incident is the responsibility of the site staff and should be carried out from a safe distance, out of the line of sight of any bomb/suspicious package(s). The site staff are to be positioned at all gates leading into the school (which are to be locked once the premises have been evacuated) and will remain there until advised by the emergency services.

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d) Emergency Procedure

Each school in the Trust has a critical incident plan which sets out in detail the response to a variety of types of emergency.

18 Catering

The Catering Manager is responsible for the safe operation of the catering facilities. He/she must:

- Be familiar with the school Health and Safety Policy
- Prepare risk assessments for all catering activities
- Ensure that all kitchen staff are instructed and informed to work in accordance with these documents
- Inform the School Business Manager or Headteacher/Principal of any potential hazards or defects
- Be familiar with the current Food Safety legislation and the implications so far as the school is concerned

The academy staff must not use the catering facilities and equipment without the prior agreement of the Catering Manager.

19 Cleaning & Maintenance

The school Business Manager is responsible for ensuring the safe routine maintenance and cleaning of the premises and grounds in accordance with the contractual (including PFI) policies and procedures for maintenance.

20 Curriculum Safety (including off site learning activities)

Deputy/Assistant Headteachers/Principals are responsible for ensuring that risk assessments are in place for all curriculum activities where there is a potential risk to staff and students. The risk assessments must be made known to all teaching and support staff and reviewed regularly. Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate. Products with low toxicity routinely used in the classrooms must be stored securely and only used by staff or students under supervision. These will include such items as:

- Spirit based marker pens
- Corrective fluid
- Aerosol paints

All the above should be used in a well ventilated area.

Dust and fumes in the practical curriculum areas are controlled by specialist equipment e.g. fume cupboards. No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum.

The Headteacher/Principal is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities. All teaching and

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support staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The Deputy/Assistant Headteacher(s)/Principals must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any student with physical disabilities. No student should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a student from all or part of an activity this exclusion must be authorised by the Headteacher/Principal.

#### 21 Educational Visits and Journeys

The Headteacher/Principal and the trip organiser are responsible for ensuring that all trips are managed in accordance with the Trust's policy for educational visits and journeys called the School Trips and Visits Policy. All teachers must be familiar with this policy.

#### 22 Lone Working

Lone workers can be defined as anyone who works by themselves without close or direct supervision. Premises staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal the academy hours or during holiday times.

Lone workers should not undertake any activities which present a significant risk of injury. If you can, avoid working alone in isolated parts of the building especially outside normal working hours or during holidays.

If it is necessary and you are required to work early in the morning or after normal working hours at night, you will need to gain permission to do so:

- a. give prior notice to the school Business Manager if you intend working late and indicate you will be in the building
- b. make sure your colleagues know
- c. check where they are likely to be in the building
- d. make sure suitable precautions have been taken to prevent intruders entering the area where you are working
- e. if possible, take a telephone into the room in which you are working;
- f. if you are alone, consider locking yourself in;
- g. report your departure when you leave the premises

#### 23 Managing Medicines and Drugs

No student is allowed to bring medication on site without a letter of consent from his/her parent/carer. Information should be recorded on the academy's student database.

Staff must notify the Headteacher/Principal if they believe a student to be carrying any unauthorized medicines/drugs.

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## 24 Security

If relevant

CCTV systems are installed throughout the academy and will be used to monitor incidents and also as evidence when investigating reports of poor or dangerous behaviour and of alleged criminal offences e.g. theft or assault.

If relevant

Cash is kept in a safe and monies are banked regularly. Counting of accumulated cash must occur at an appropriate location on the premises. Site staff are responsible for carrying monies to and from the bank. Staff should not put themselves at risk in the event of an attempted robbery and should hand over the money to any would be assailant.

All staff are responsible for their own personal belongings and should not leave valuables unattended at any time. The academy does not accept any responsibility for items left unattended. In the event of a theft within the academy, staff will be advised to report the incident to the police and will assist them in their investigations, with the use of CCTV recordings etc.

It is the responsibility of the staff to take appropriate measures to maintain the security of any academy equipment being used, if equipment is found to be missing or believed stolen it is important that this is reported immediately to the School Business Manager. When using portable and desirable equipment such as lap-top computers, staff will be required to follow careful procedures to ensure their security.

## 25 Severe Weather Conditions

In the event of severe weather conditions, it is the responsibility of the Headteacher in liaison with the CEO or (in her absence) the COO to make a decision on academy closure on grounds of health and safety. In the event of a decision to close on these grounds, the Chair of the Local Governing Body will be informed.

## 26 Smoking

The Board and Headteacher have adopted a no smoking policy throughout the academy premises. All the academy staff and parents will be informed and signs will be on display at main entrances to the academy buildings.

## 27 Stress Management

Where appropriate a risk assessment of stress in the workplace will be carried out under the Management of Health and Safety at Work regulations 1999.

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Symptoms of stress include: problems sleeping; dietary problem; mood swings; lethargy; inability to concentrate; fatigue; emotionalism; chest pains; palpitations; sweating and racing heart, if you suffer from these symptoms, staff should be advised to consult their GP without delay.

If a member of staff considers they may be suffering from stress for reasons connected with workload, they should approach the Business Manager who will deal with the issue promptly and in the strictest confidence and make all reasonable efforts to reduce work related stress. Formal stress counselling may be arranged by the Business Manager where appropriate.

On return to work for any period of stress-related illness, the academy will take account of medical advice and the needs of the academy when determining which duties are most appropriate.

## 28 Visitors – Health & Safety

Under the provisions of the Health & Safety at Work Act 1974, the academy has a duty of care to all its visitors.

Visitors are to be made aware, by the member of staff that they have come to see, of any potential hazards to their health and safety within the area of the academy they intend to visit. They are to obey all displayed warning notices and verbal instructions. There are five categories of visitors to the academy:

- a. VIPs/Educational Visitors
- b. Parents
- c. Multi-agency workers
- b. Casual Visitors
- c. Ex-students
- d. Intruders / troublemakers

### a) VIPs/Educational Visitors

There is every reason to suppose that the academy could experience VIPs and Educational Visitors.

Such visits need careful managing, if the benefits of showing our work to visitors are not to be overshadowed by negative feelings of disruption, distraction and dislocation to our central aim of delivering a high-quality curriculum to our students.

All incoming requests for visits to the academy should be cleared by individual members of the support and teaching staff who are approached through the School Business Manager. When the Headteacher/Principal has authorised a visit to the academy, the initial welcome will be made on the day of arrival by the Headteacher/Principal, who should be briefed in advance by the individual member of the support or teaching staff who has been the initial point of contact.



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The volume of visitors will be continually monitored. It may become necessary to sort requests for visits to the academy into various categories and accord them varying levels of priority. Requests by colleagues from other schools in the Trust would normally be given high priority, as would visits by members of the Board.

b. Casual Visitors

As with all busy work places, there is a high level of casual visitors to the academy during the course of a normal working day. These could be parents visiting the Student Information Desk or engineers or commercial representatives going to particular areas within the academy. Sometimes they are expected, more often than not, their visit is unplanned.

If the visit is expected by a member of staff, their name should be provided to Reception so that the Receptionist is aware of the visit and will be able to greet the person accordingly on arrival. The visitor will then be asked to wait in the Reception Area, while the person expecting the visitor can be located. At this point, the member of staff will come to Reception to collect their visitor or a Student Receptionist will be asked to take the visitor to the particular area or member of staff.

For reasons of safety for staff and students, unknown visitors should on no account be allowed to wander through the academy. Notices are displayed at all entrances requesting all visitors to report to the front Reception to obtain a Visitor's Badge and sign the Visitor's Book.

c. Ex-students

Often ex-students make social calls to the academy. The Headteacher should be contacted and permission granted for the visitor to come onto the premises. Once permission is given and they have signed the Visitor's Book, a Visitor's Badge is issued and the visitor can proceed.

In all three cases, it is imperative that the visitor completes the Visitor's Book and is issued with a Visitor's Badge (details of any vehicles should also be entered into the Visitor's Book).

All staff are asked to take careful note of the following advice, which may help you to handle any difficult situations if you are confronted by an intruder or intruders on our premises. Always aim to be welcoming and polite to all our visitors.

If you see anyone that you think should not be on the academy premises, do not approach them directly on your own but inform the Front Reception Desk immediately and ask the Headteacher/Principal to be called.

It may be possible to keep them on site by telephoning the Front Reception Desk or by sending a note with a student, rather than by reporting in person. When you have identified the intruders to the Headteacher/Principal, please remain present whilst the Headteacher/Principal asks them in a friendly way their reasons for being on site.

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The Headteacher/Principal should guard against questioning someone on the basis of stereotyped assumptions about people based on their appearance. If satisfied that they are on legitimate business, please accompany them to Reception to collect a Visitor's Pass and sign the Visitor's Book.

To distinguish between intruders and authorised visitors, notices informing "visitors" of the need to report to the main reception desk and obtain a visitor's identity tag should be displayed at the academy' entrance. If the person is unable to offer an acceptable reason for remaining, the Headteacher/Principal should politely ask them to leave in a clear and firm way.

NEVER touch the intruder, even lightly, as this can be misinterpreted and provoke hostile reactions. If they refuse to leave, the Headteacher/Principal should not attempt to force them to leave but dial 999 to call the police or press the panic button if these are available in the school. In this situation, try to remain calm and avoid raising your voice or being drawn into an argument.

If the police are called as a result of a physical assault, in serious cases they have the power to arrest the assailant and take legal proceedings directly.

Take a note of the description of any intruders and any conversation which you might have had with them, even when they leave the premises on your request or where they might have refused to leave initially but then leave before the police arrive. In the unfortunate event of any injuries being sustained, a separate report should be made on the Standard

Accident/Injury Form and returned to the School Business Manager

Some "Intruders" are ex-students, merely making a social call. Help them to obtain an official Visitor's pass, available from Reception.

REMEMBER, the MST will provide the fullest support legally possible to staff in connection with alleged assaults, threats or criminal damage arising in the course of or out of the performance of their duties.

#### e. Troublemakers

Guidance, "Academy Security: Dealing with Troublemakers", was issued by the DCSF on 16 December 1997 to all Academies/UTCs in England. The guidance spells out the powers of the police and the criminal justice system to deal with troublemakers in and around academies/UTCs.

The guidance also covers section 4 of the Offensive Weapons Act 1996. It is an offence under the Offensive Weapons Act 1996 to carry, without reason or authority, a knife or offensive weapon in or around Academies. This applies to all knives, other than folding pen knives, with a three inch or smaller blade. However, the academy has banned all knives, regardless of the length of the blade.

The MST Board has authorised the Headteacher/Principal (or nominee), in exercising day to day management of the academy, to determine who should have access to the premises. The MST has determined that nobody (including governors, staff, students or parents) has an unrestricted right of access to the academy except those with a statutory right to do so. During the day parents should act as visitors, complying with appropriate arrangements; they should present themselves to the main

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reception desk, following a route to other defined parts of the academy as determined by the Headteacher/Principal (or nominee).

Suppliers, contractors and commercial deliveries must follow separate arrangements as determined by the School Business Manager (or his representative).

The academy building and its grounds are private places and anyone entering without authority (including students, ex-students and parents) is trespassing and may be asked to leave by the Headteacher/Principal (or nominee). Causing harassment, alarm or distress to staff or students, threatening, abusing or insulting staff, on or off school premises, could be an offence. The Headteacher/Principal (or nominee) will exercise professional judgement in deciding whether to involve police in incidents of this nature.

The headteacher has a right to bar parents or visitors to the school where despite warnings threatening or abusive behaviour has continued, the following considerations or guidance needs to be followed by the Headteacher of the school:

- As noted above, schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened.
- The school should tell an individual that they've been temporarily barred or they intend to bar them, in writing (Appendix 1 provides a template letter for use by schools in MST).
- Letters should usually be signed by the headteacher, the CEO of the trust should be notified when a barring letter has been issued.
- The individual must be allowed to present their side (this is made clear in the barring letter at Appendix 1).

A MST school can either:

- Bar the individual temporarily, until the individual has had the opportunity to formally present their side; or tell the individual they intend to bar them and invite them to present their side by a set deadline.
- After the individual's side has been heard, the school can decide whether to continue with barring them. A letter to confirm the decision including the reasons should be issued to the individual. The decision letter should include information about when the decision will be reviewed (which must be within a reasonable time) and that the individual will have the opportunity to make written submissions. The School may also wish to hold some form of reintegration meeting before lifting the bar.

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In the event of continued or persistent troublemaking by the person who is barred from the school the matter shall be referred to the MST CEO and the MST Board for further action to be considered. Further action may include referring the matter to the Police or investigation any legal avenues open to the school in consultation with the Trusts legal advisers.

f. General precautions

Any members of staff going off site must ensure that they sign out at the main office. On their return they must be sure to sign back in again.

All visitors to the academy must sign in and sign out in the Visitors book, so that a list of visitors in the building is available at any time.

Any events, which use the premises out of working hours, especially where visitors to the MST are involved, will be subject to particular procedures for the specific event. The key individual organising the event, will check procedures with the School Business Manager.

29 Working at Height

The MST will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). MST use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and mobile tower scaffolds for more complex tasks.

The School must ensure that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

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### 30 Work Experience Placements – Students

In the event of an incident or situation that puts students at risk whilst on Work Experience, the nominated Work Placement Co-ordinator will contact the work placement. The purpose of the call is to ensure that the employer makes arrangements for the students' safety and their safe return home.

In the absence of the Work Experience Co-ordinator, the Head of Faculty will ensure contact is made with Work Experience Students and/or providers, to ensure their safety.

For safety reasons, students must contact the academy if they do not attend a placement.

If a student cannot be contacted, the academy /Work Experience Co-ordinator will make initial contact with the parents. In the absence of the Work Experience Co-coordinator, contact will be made by Head of Faculty.

The academy will maintain student mobile phone numbers, where possible, on the database for Work Experience.

In the absence of both HOF and Work Experience Co-ordinator, the Deputy Headteacher/Principal of the academy will initiate in this event, failing this, in the last resort the Headteacher/Principal.

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Process of review:

The policy is reviewed annually by the MST Health & Safety Committee and the outcome of that review is submitted to the MST Finance & Resources Committee who will refer any updates the Trust.

Process of review of effectiveness:

The academy's own Health and Safety Committee (Resources Committee) will meet regularly each term and review Health and Safety practise against policy aspirations. The minutes of that meeting will be forwarded to the relevant MST committee.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

Chair, Local Governing Body

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

Headteacher or equivalent

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Legal authority:

This policy is based on the

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Corporate Manslaughter and Corporate Homicide Act 2007

Responsibility for maintaining this policy at academy level rests with the Headteacher/Principal. -----

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Localised policies which need to be in place in each school of the Trust:

The following policies need to be in place within each school in the trust, these are specific policies tailored to the school environment at each of the Mulberry Schools Trust individual school sites.

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Critical Incident & Business Recovery Plan Policy
- Drugs Policy
- First Aid Policy
- Fire Evacuation & Lockdown Policy
- Medical Needs Policy
- Site Security & CCTV Policy
- Trips and Visits Policy

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TEMPLATE MST BARRING LETTER TO BE ISSUED BY HEADTEACHERS

TO BE SENT ON SCHOOL HEADED PAPER

[Name and address]

[Method of delivery]

[Date]

Dear [name]

Temporary bar from the premises of [name of school] (the 'School')

I am writing to you inform you of our decision to temporarily bar you from the premises of the School. The temporary bar is effective immediately. This letter explains the reasons for the temporary bar and gives you the opportunity to provide a response. If you do not provide a written response to the School within 14 days of the date of this letter, the School will confirm the bar. If you do provide a written response within 14 days, your response will be taken into consideration by the School when deciding whether to confirm the bar.

Reasons for the temporary bar

The reasons for the temporary bar are as follows:

[INCLUDE REASONS. Provide as much detail as possible about the incidents which have occurred (including dates and times and any particular behaviour / language which was aggressive, abusive or insulting)]

The School takes the view that your [DELETE AS APPLICABLE: aggressive and/or abusive and/or insulting behaviour and/or language] presents a risk to staff and potentially to pupils.

Proposed length of the temporary bar

The temporary bar is effective immediately. This means that you do not have permission to enter the School premises for any purpose until otherwise advised in writing. This includes attending the School for meetings, such as parents' evenings.

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You may bring [child(ren)'s name] to School and collect [him/her/them] at the end of the school day, but you are not permitted to go beyond the School gate. [INCLUDE DETAILS of any arrangements which will be put in place e.g. "Arrangements have been made for [child(ren)'s name] to be collected and returned to you at the School gate by a member of staff, between 8:45 and 8:55 am in the mornings and 3:30 pm in the afternoons. Please ensure that you are on time."]

While the ban remains in place, if you would like to raise any matters with the School, please contact [INSERT NAME AND JOB TITLE] by phone or in writing using the below contact details:

[INSERT PHONE, EMAIL AND POSTAL ADDRESS]

In light of the above arrangements, it is not necessary for you to enter the School premises to raise any matters with school staff.

#### Your opportunity to respond

The bar is temporary in order to provide you with the opportunity to respond. If you do not provide a written response to the School within 14 days of the date of this letter, by [date], the School will confirm the bar. If you do provide a written response within 14 days, your response will be taken into consideration by the School when deciding whether to confirm the bar. The School will notify you of its decision in writing with reasons.

If the bar is confirmed, the School will review its decision to impose the bar at [termly/6 monthly] intervals. The purpose of the review is to consider if the bar should be maintained, amended or lifted. Prior to the review, the School will contact you to provide you with the opportunity to submit any representations in writing.

[The review meeting will be conducted by telephone and the School will contact you closer to the time to confirm the time, date, attendees and contact details for the review. The call will be terminated immediately in the event of any conduct considered to be abusive or otherwise inappropriate.]

Following the review, the School will notify you in writing as to whether the bar has been maintained, amended or lifted. You may not enter the School premises unless and until a date has been communicated to you in writing.

#### Breaching the bar

If you enter the School's premises in breach of the bar, you will be on the premises without lawful authority and would be committing the tort of trespass. Should you enter school premises in breach of the bar, and the School decides to issue legal proceedings, it would be entitled to seek an injunction against you preventing you from future trespass, as well as damages and costs.



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In addition, should you enter school premises without permission and you go on to cause a nuisance or disturbance, you will be committing a criminal offence under section 547 of the Education Act 1996 and you may be removed from the premises by a police officer or a person authorised by the appropriate authority (e.g. the local authority or the proprietor of the School).

Yours sincerely

[Name of Headteacher]

Headteacher