



Health and Safety Policy

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Signed: *Pam Hoekings*

Chair of the Board of Directors

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Part 1 - Statement of Intent

1.1 – Statement of intent

Melrose Learning Trust (hereinafter MLT) acknowledges our position as an employer and as such our duty to comply with the statutory provisions set in the Health and Safety at Work Act 1974. In particular MLT acknowledge our responsibility under S2(1), which states that *“it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees”*, and S3(1), which states that *“it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety”*.

MLT accepts that we have a responsibility to take all reasonable practicable steps to secure the health and safety of children, parents and carers, staff, contractors (including short term staff) and others using our premises or participating in our activities. We believe that the prevention of accidents, injury or loss is essential to the efficient operation of the provision and is part of the good care and development of pupils in our school.

The aim of MLT as an employer is “To provide a safe and healthy working environment for staff and visitors and a safe, caring and developmental environment for children.” Through the commitments and arrangements documented in this policy, as well as regular monitoring and review of all aspects of safety within our schools, we will do all that we reasonably can to ensure that this aim is met.

The arrangements outlined in this statement and the various other safety provisions made by schools cannot prevent accidents or ensure safe and healthy working conditions on their own, they must be brought into practice, supervised, monitored and regularly reviewed. We believe that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

MLT will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and children must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the premises of the school or while taking part in school activities. Health and Safety is the responsibility of everyone. All employees will be made aware that if conflicts ever arise between the demands of their duties and safety, MLT will give full support in ensuring that safety is preserved and is always the priority and we aim to support this by developing a positive, proactive, and strong health and safety culture throughout the Trust.

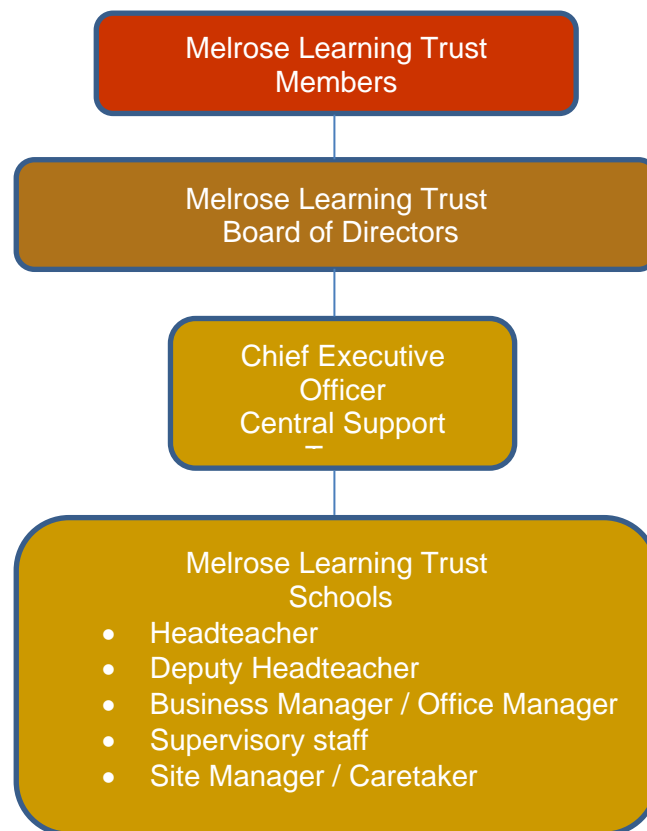
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Part 2 – Organisation

2.1 – Organisation Chart



2.2 – Board of Trustees (MLT Directors)

The Board of Trustees (Directors) of MLT are ultimately responsible for health and safety throughout the Trust and ensuring that all statutory duties are met, including those set by the Health and Safety at Work Act 1974. They will ensure that sufficient resource is available for each school to meet its statutory duties and ensure that all staff and visitors, so far as is reasonably practicable, remain safe. Some of the specific duties faced will be as follows:

- To develop and communicate out the health and safety policy for the Trust, ensuring that it is legally compliant and regularly reviewed.
- Develop health and safety management systems and monitor its effectiveness.
- Provide adequate resources to ensure that the policy is adequately followed and implemented.
- Identify a lead Trustee or director for health and safety matters who has the authority to quickly respond to any issues that may arise.
- Ensure that regular communication is in place with all staff who need to have specific knowledge of health and safety procedures and the policy itself.
- Ensure that regular consultation is carried out with staff on health and safety matters (including potentially setting up a Trust-wide health and safety committee) and that senior leadership are actively involved in this process.
- Set strategic health and safety management performance targets for senior leaders to ensure both responsibility and accountability for any required actions.
- Ensure that pro-active risk management tools are in place and remain valid. This will include sharing best practice between schools and seeking professional advice when required.
- Ensure that adequate supervision, training, and instruction is available for staff to ensure that all work-related duties can be done safely.
- Recognise the limitations of their own knowledge and seek competent external advice and support when required.
- Ensure that all actions taken by the board or individual Directors are done so in a manner to strengthen and develop the health and safety culture within MLT.
- Set the health and safety culture for the Trust with visible leadership and leading by example on health and safety.

2.3 – CEO

The Chief Executive Officer holds the overall executive responsibility to effect health and safety management arrangements and as such will support the overall strategy set by the Board of Trustees. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health and safety of all employees within the whole Trust as well as all pupils, contractors, volunteers and members of the public who are involved or affected by the activities of the Trust. To achieve these goals, the Chief Executive Officer will:

- Ensure that Health and Safety management procedures and systems are incorporated as an integral part of the overall Trust management system and are adequately given a level of consideration equal to other Trust issues and prioritized as such with all key stakeholders.
- The Trust's Health and Safety Policy and procedures, as it relates to areas, activities and persons under the Trust's employment is communicated, understood, implemented, maintained and monitored as well as being regularly reviewed.
- Set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities.
- Communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures with consultation set up to ensure that any recommendations are considered.
- Pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and professional advice, when given.
- Ensure that the necessary financial and other resources are provided to meet the Trust's objectives for health, safety and wellbeing across the whole trust.
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives.
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.
- Ensure that supervision, training and instruction is available so that all staff and students can perform their Trust-related activities in a healthy and safe manner.
- Set the health and safety culture for the Trust with visible leadership and leading by example on health and safety.

2.4 – Headteacher

In the discharge of their duty the Headteacher will:

- Make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the provision, in particular the Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the provision
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- Identify and evaluate all risks relating to:
 - o accidents
 - o health
 - o all activities, including work experience
- Identify and evaluate risk control measures to select the most appropriate means of minimising risk to staff, children and others
- Create and monitor the management structure.
- Set the health and safety culture within their own school, leading by example for all other staff.

In particular, the Headteacher undertakes to provide:

- A safe place for staff to work and for children to be cared and developed, including safe means of entry and exit, plant, equipment and systems of work which are safe, safe arrangements for the handling, storage and transport of articles and substances, safe and healthy working conditions which take account of all appropriate:
- Statutory requirements
- Understand and utilise codes of practice whether statutory or advisory, guidance whether statutory or advisory
- Supervision, training and instruction so that all staff and children can perform their activities in a healthy and safe manner
- Provide necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- Provide adequate welfare facilities.

So far as is reasonably practicable, the Headteacher will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- This policy
- All other relevant health and safety matters
- Instruction and training to be given so that they may carry out their duties in a safe manner without placing themselves or others at risk.

2.5 – Responsible Staff (Deputy Headteacher, School Business Manager / Office Manager etc.)

As well as the general duties which all members of staff have (see 2.7), staff with additional responsibilities for health and safety will support health and safety throughout the school, including the day-to-day maintenance and development of safe working practices and conditions for staff, volunteers, children, visitors and any other person using the premises or engaged in activities sponsored by the provision and will take all reasonably practicable steps to achieve this.

The responsible person is required support the Headteacher to ensure that all statutory duties are met. In particular, the responsible person will:

- Be aware of the basic requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the provision
- Ensure, at all times, the health, safety and welfare of staff, children and others using the premises or facilities or services or attending or taking part in the provision's activities
- Ensure safe working conditions for the health, safety and welfare of staff, children and others using our schools' premises and facilities
- Ensure that emergency procedures have been formulated in writing and are communicated out with all relevant staff.
- Ensure safe working practices and procedures throughout the provision including those relating to the provision and use of machinery and other apparatus, so that all risks are controlled
- Consult with members of staff, including the safety representatives, on health and safety issues
- Arrange systems of risk assessment to allow the promptly identification of potential hazards
- Carry out periodic reviews of the risk assessments and ensure that staff are aware of any specific hazards faced.
- Identify the training needs of staff and children and ensure, within the financial resources available, that all members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
- Encourage staff, children, parents, carers and others to promote health and safety
- Ensure that any accidents and near misses are reported quickly and efficiently, including any building/equipment defects.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, children and others are made safe without delay
- Encourage all employees to suggest ways and means of reducing risks
- Collate accident and incident information and, when necessary, carry out accident and incident investigations
- Monitor the standard of health and safety throughout the provision, including all activities, encourage staff, children and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Monitor first aid and welfare provision.
- Monitor the management structure, along with the governors, the Headteacher and any other relevant staff.
- Ensure that any safety failures or situations that cannot be dealt with directly by them is quickly escalated to the Headteacher for additional support.
- Support the Headteacher in setting the health and safety culture of the school, leading by example on health and safety matters.

2.6 – Site Manager/Caretaker

The site manager/caretaker has specific responsibilities that relate to the day-to-day practical safety arrangements within the school. They will be required to support the Headteacher, Deputy Headteacher and Business / Office Manager in meeting their own duties by providing the practical knowledge and support to monitor and check the premises as well as implement any remedial work within their competence. Other expected duties will include:

- Regularly monitor the condition of the site and report any defects to the Business / Office Manager, Deputy Headteacher or Headteacher.
- Provide support in the development of risk assessments and procedures, giving their practical knowledge and experience.
- Assist in the arrangement of termly evacuation drills and weekly fire alarm tests and any other related inspections, including recording the results accurately.
- Ensure that any minor repair works are carried out in a safe and timely manner, and that the area is secured in any areas that fall outside of the competence while the relevant contractor is sought.
- Conduct periodic health and safety checks to the premises, ensuring all areas of the establishment and all activities are covered.
- Report to the Headteacher/Business Manager any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- Ensure that visitors and contractors are inducted on arrival and supported throughout their time on site to avoid any hazardous areas and are aware of any site-specific hazards (including asbestos)
- Attend all Health and Safety courses as necessary, including refresher courses.
- Be proactive in identifying any specific skills gaps and training requirements that they may have.
- Ensure that their own competencies and limitation are known, and that expert advice and support is sought when a task falls outside of this.
- Ensure that all PPE used is suitable for the job and that pre-use checks are carried out, as well as safe storage of any PPE to ensure that it remains fit for purpose.
- Follow the rules and procedures always put in place by the school.
- Ensure that all regularly safety checks are recorded accurately and in a timely manner, including legionella checks, alarm tests etc.
- Ensure that site security is always maintained throughout the building, including occupied hours. Making sure that gates are locked, external fences are in good condition etc.
- Ensure that any areas where children and vehicles are potentially in the same area on the school premises are effectively managed, especially during the peak times of children arriving and leaving the school.
- Support the building and maintaining of a strong health and safety culture within their school.

2.7 – Supervisory Staff Duties (HoD, HoY etc.)

All supervisory staff (e.g. Heads of Department, supervisors, line managers) in our schools will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility. In addition to the general duties which all members of staff have, they will be directly responsible to the responsible persons mentioned above or the member of staff nominated by the person in each school to have overall day-to-day responsibility for the implementation and operation of the provision's health and safety policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities, they will ensure that:

- Safe methods of working exist and are implemented throughout their department.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively and are regularly supervised and monitored to ensure this.
- Suitable and sufficient risk assessments are carried out either by the member of staff (if competent to do so) or with support from supervisory staff.
- Staff, children and others under their jurisdiction are instructed in safeworking practices and periodically reminded of these. Staff should also be aware of any external support offered such as CLEAPSS.
- New employees working within their department are thoroughly inducted and given instruction in safe working practices.
- Regular safety inspections are made of their area of responsibility as required by the responsible person or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, children and others.
- All plant, machinery and equipment in the department in which they work is adequately guarded and in good and safe working order (where applicable) and are inspected in line with statutory guidelines (e.g. LEV systems 14 monthly)
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, children, visitors and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- All the signs used meet the statutory requirements.
- All health and safety information is communicated to the relevant persons.
- They report, as appropriate, any health and safety concerns to the Business / Office Manager, Deputy Headteacher, Headteacher, Site Manager etc.
- Ensure that all required PPE is available for staff and that it is stored and maintained appropriately and that appropriate staff are informed when additional PPE is required.
- Support the building and maintaining of a strong health and safety culture within their school.

2.8 – Employee Duties

All staff will make themselves familiar with the requirements of the Health and Safety at Work, etc. Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- Regarding any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular, all members of staff will:

- Be familiar with the safety policy and any and all safety regulations as laid down by the employer.
- Ensure that they comply with and follow all safety regulations, rules, routines and procedures set by MLT.
- Ensure health and safety regulations, rules, routines and procedures are being followed effectively by both staff and children and report any incidents where this is not the case.
- See that all plant, machinery and equipment is adequately guarded and in good and safe working order, reporting any issues immediately to the relevant person.
- Carry out a pre-use check of any item of equipment being used.
- Participate in any training that they are asked to do.
- Work alongside the employer to identify any training needs and skills gaps.
- Know the limits of their own authority and their own competence and know who to seek for support when required.
- Not make unauthorised or improper use of plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied and use it in the way in which they have been trained to do so.
- Ensure that substances that are hazardous to health and/or safety and highly flammable substances are correctly used, stored and labelled.
- Report any defects in the premises, plant, equipment and facilities which they observe
- Be aware of emergency procedures and what is required of them.
- Ensure that all young people in their care are supervised and any dangerous behavior is not allowed.
- Take an active interest in promoting health and safety and suggest ways of reducing risks, working with other members of staff to build and maintain a strong safety culture.

2.9 – Contractor Duties

MLT will ensure that all contractors who are carrying out work on MLT premises are thoroughly vetted and competent to carry out their duties. This will include:

- Checking all risk assessments, safe systems of work and procedures in place to carry out all tasks.
- Ensuring that a set tender system is followed, including gathering multiple quotes from different suppliers.
- Base the weighting of the decision to appoint a contractor more heavily on safety procedures than on the lowest price.
- Engage in regular communication with contractors prior to work commencement and ensure that contractors receive a full site safety induction before starting any works.

All contractors delivering services on MLT property will be made aware of this policy and associated emergency procedures, including sight of any asbestos management plans or specific hazards that may be faced during the commencement of any works. To ensure that the Trust meets its own statutory requirements, it is expected that contractors and partners working with the Trust, will:

- Follow instructions provided in the health and safety induction to ensure that any site-specific risks are considered in their own safe systems of work and risk assessments.
- Follow all sign in procedures daily.
- Regularly liaise with the site manager/caretaker about progress of the works and any problems encountered.
- Undertake work activities in line with agreements and documented procedures and cooperate with Trust policies in all relevant matters.
- Identify and control any risks arising from their activities and inform the Trust/school management of any risk that may affect the staff, students and visitors.

In instances where the contractor creates hazardous conditions and refuses or is unable to eliminate them or take measures to make them safe, senior leadership will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

2.10 – Pupil Duties

Pupils will be encouraged to participate in helping to create a safe learning environment in their schools and will play a key part in setting and maintaining the safety culture within their own school and of the wider Trust. MLT will teach pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

Pupils, in so much as their age will allow, will be expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of behavior and dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the Trust/school and the instructions of staff given in an emergency.
- Only use equipment that they have been trained and given specific authorisation to use.
- Not willfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

2.11 – Trade Union Health & Safety Representatives

The Trust accepts that recognised trade unions may appoint a safety representative. Where the safety representative, is in place the Trust will provide training and provision of facilities. Reports, issues or recommendations will be fed into the Board which is concerned with the wider aspects of health, safety and wellbeing.

Trade union safety representatives within the Trust have agreed to represent all employees' health and safety interests (be they union or non-union members) to meet the requirements of the Health & Safety (Consultation with Employees) Regulations.

Above any of the previously mentioned duties that apply, a trade union appointed safety representative will also be expected to:

- Support and represent employees in talks with MLT on health and safety matters or in dealings with the HSE
- Investigate safety complaints, incidents, accidents and near misses.
- Carry out regular safety inspections of the workplace and report any hazards to MLT
- Support in the risk assessment process
- Consult with MLT on a number of health and safety related issues including planned training, new equipment, qualified advisors to be used etc.
- Support in the building and maintaining of a proactive and positive health and safety culture.

Part 3 – Health and Safety Arrangements

Legal Framework

This policy document has been written in accordance with relevant health and safety legislation. This includes, but is not limited to:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- The Work at Height Regulations 2005
- The Manual Handling Operations Regulations 1992 (Amended 2002)

The document was also written to consider national guidance, especially from the Department for Education, this includes but is not limited to:

- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2021) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'
- UK Health Security Agency (2022) 'Health protection in children and young people settings, including education'

The Trust and its schools also maintain a number of policies, practices and procedures in support of the arrangements set out within this policy.

To support the effective deployment of the Trust's Health & Safety policy and supporting practices / procedures, all schools will be required to receive an annual on-site Health & Safety Audit. This will be undertaken by an independent Health & Safety specialist appointed by the Trust. The audit will cover:

- Insurances
- HSE Policy
- Roles & Responsibilities
- Arrangements & Procedures
- Risk Assessment & Control Measures
- Vulnerable Persons
- Site Security
- COSHH
- Site Inspection to review any Hazard Identification

- Recommendations and Actions

The report resulting from this annual audit will direct actions going forward for the school and may identify training needs, policy updates or specific focus required on certain risk assessments within the school.

3.1 - Staff Consultative Arrangements

The employer will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee. Adequate resource will be allocated to the committee, including the support of senior leadership to be able to implement changes and recommendations made through the committee.

3.2 - Codes of Practice and Safety Rules

In consultation with the employer (where appropriate) and taking into account the requirements of this statement, the safety committee will approve (where necessary) codes of practice for the observation of safety requirements in any school. From time to time the Health and Safety Executive and other regulatory or advisory bodies, such as SEAC, will issue codes of practice on particular topics for the guidance of employers who will normally incorporate such codes into their health and safety policy and procedures if deemed appropriate.

3.3 - Risk Assessment

The responsible person will ensure that a risk assessment survey of the premises, methods of work and all activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the employer. Teachers will carry out risk assessments for processes in which the health and safety of children may be compromised prior to undertaking the activity, this includes trips and visits (see Visits Policy). Training and support will be given to all staff tasked with completing risk assessments to ensure that they are 'suitable and sufficient' and meet the legal standards. Specific risk assessments will be carried out to support all vulnerable people within MLT, including those with disabilities and new/expecting mothers.

3.4 - Communication

All staff are made aware of communication channels within the Trust/school for health and safety. See organisational information above. Directors / Headteachers / Business Managers will ensure that all health and safety guidance and advice is distributed to their staff. This will include staff briefings, emails, bulletins etc. There are also communication pathways in place to pass relevant information to any contractors who are carrying out works on behalf of MLT and any information that needs to be given to pupils directly or to parents. A range of communication methods can be used depending on the urgency in which the information needs to be distributed.

3.5 - Emergency Procedures

The responsible person will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the provision. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

This sequence will determine the priorities of the emergency plan. The plan will be agreed by the employer and communicated to staff. Where possible, this will also be provided in a visual format and displayed in prominent places across the premises. Plans will be regularly rehearsed by staff and children at a range of different times and different circumstances. The result of all such rehearsals will support the review process for current controls and may lead to risk assessment review and development. Emergency plans need to look at all reasonably foreseeable threats to the school and will include (but not be limited to) bomb threats, gas leaks, lockdown/intruder. Specific procedures need to be written, communicated and practices for each as some will involve evacuation from the building whereas others will require invacuation, in either of these cases, specific issues must be considered by reading any PEEPs to support any staff of children who require additional help. It must also be noted that in many of these procedures one of the main points will be to ensure that the emergency services are contacted, staff will be provided a means of achieving this either through radio communication to the office or direct access to a means of contacting (mobile phone or classroom-based landline)

3.6 - Fire Precautions

Procedures to be followed in the event of a fire are circulated to all staff regularly and at the beginning of each new academic year. Notices giving instructions regarding what to do in the event of fire should be displayed by all Fire Alarm Call Points and in each classroom, where possible this should also include a map of the building with the nearest fire exit clearly marked. It is essential that all staff complete their class register in a timely fashion, to ensure that we are aware of students on site, this will support with roll call procedures at the fire assembly point and inform the fire marshals as to who may still be in the building. A fire drill is to be held at least once every term and relevant details recorded in the fire log. The fire system should be checked every week and again recorded in the fire log. Emergency lighting systems must be installed in all schools to ensure safe exit from the building in the event of power failure, they should be able to maintain power for at least 90 mins and must be periodically tested. Competent body should be brought in to support with the writing of a sufficient fire risk assessment which will be reviewed annually.

3.7 - First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents and will be fully compliant with the MLT first aid policy (see separate document) which will be assessed by carrying out a first aid needs assessment annually. The number of certificated first aiders will not, at any time, be less than the number required by law. At the discretion of the employer, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence as well as any specific needs such as EpiPen or AED usage. This level will be agreed by the employer after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the employer as that being sufficient to meet the needs of all foreseeable circumstances. Supplies of first aid material will be held at various locations throughout the buildings. These locations will be determined by the responsible person. They will be prominently marked with

appropriate signage and all staff will be advised of their position. The materials will be checked weekly by a member of each school SLT and any deficiencies made good without delay. This includes ensuring that supplies do not exceed their use by date. Adequate and appropriate first aid provision will form part of the arrangements for all external visits, including as assessment of vulnerable individuals and specific first aid requirements to support this (inhalers for asthma etc.). A record will be made of each occasion any member of staff, child or other person at any school receives first aid treatment either on the employer's premises or as part of a provision's activities. This information will be used for overall monitoring of health and safety, as well as trying to spot any trends that occur.

3.8 - Medication in School

If parents request that their child receives medication whilst in school, they are asked to contact the nominated First Aider/receptionist for further information. Medication is kept in a secure lockable cupboard and is then administered and recorded during the school day by the designated responsible staff. Lockable fridges will be supplied where possible and where applicable for medications that need to be refrigerated. Procedures will be in place to ensure that the medication is received by the correct person including checking name, date of birth and address with the child prior to administering. As mentioned above, staff will receive any additional training required to be able to administer medication.

3.9 - COVID-19

MLT continues to be aware of the ongoing threat posed by COVID-19, and although processes are not as strict as they were during the height of the pandemic, we continue to ensure that precautions are taken. This includes isolation for staff and pupils who test positive and advice to test if any symptoms are felt. Hygiene facilities remain in place across MLT and regular hand washing is encouraged for all staff and pupils alike. We will adopt health and safety arrangements under COVID-19 in line with Health and Safety legislation, and in consideration of government guidelines which are regularly monitored. MLT will conduct thorough risk assessments and update these as necessary.

3.10 - Accidents, Incidents, Near Misses and Dangerous Occurrences

All accidents, incidents, near misses and dangerous occurrences are to be brought to the attention of the Headteacher/Business Manager as soon as is practicable. They must be recorded on the internal system as soon as possible to ensure that a full account of the incident is made. When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Headteacher/Business Manager. MLT follows national guidance with regard to the notification of serious accidents to the HSE and will advise and support all individual schools if a RIDDOR incident occurs.

General guidance to what is reportable under RIDDOR can be sought on the HSE website [Incident reporting in schools \(accidents, diseases and dangerous occurrences\): Guidance for employers \(hse.gov.uk\)](https://www.hse.gov.uk/ident-reporting-in-schools) but generally consists of the following:

Students/Visitors

If a student or visitor sustains an injury that requires hospital treatment and it was caused as a direct result of a fault with the school (slippery surface, pot hole, broken fence, poor procedures in place, no risk assessment) then the injury must be reported to the HSE under RIDDOR.

Staff

If staff sustain any of the following injuries due to work activities then it must be reported to the HSE under RIDDOR

- Accidents to employees causing death.
- Accidents to employees causing major injury.
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs, and toes
- Amputation of an arm, hand, finger, thumb, leg, foot, or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.
- Any crush injury to the head or torso, causing damage to the brain or internal organs.
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area 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 heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours.

If staff are diagnosed with a reportable disease which has been contracted from work activity, this is also reportable. Reportable diseases include:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- 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 a biological agent.

Other information is available on the HSE link provided above, including the means of reporting and timeframes in which reports are required.

3.11 - Use of expertise and consultants

MLT will instruct expert consultants to support with the repair, maintenance and upkeep of any equipment which is deemed to be outside of their own level of knowledge and that of the site managers. This may include, but is not limited to:

- LEV systems
- Radiation
- Fume cupboards
- Gas & Electricity supplies
- Design and Technology equipment

- Cooker Servicing
- Fire Equipment Servicing

3.12 - Lone Working

The Trust recognises that there may be a requirement for staff to 'work alone' and that as a result of this, additional hazards will be present, and controls required. These are staff who work by themselves or without close or direct supervision (in the boiler house for example). There must be a risk assessment carried out and a suitable procedure in place to ensure that these members of staff are protected and accounted for at the end of their working day and are able to raise help if needed.

3.13 - Asbestos

Each school should identify a member of staff as an asbestos coordinator, and provide the level of training required for this to be done safely. Where asbestos is present in a school, an Asbestos Survey and Management Plan should be in place and reviewed annually. Asbestos was banned in the UK in 1999, so any school build prior to this date should be assumed to contain asbestos until a survey has proven otherwise. Staff must be informed of the location of asbestos and should be strictly informed not to disturb asbestos containing materials in school. Areas containing asbestos can be clearly identified using tags and stickers. If staff have any concerns, they should report these to the Headteacher/Business Manager. Any contractor or any other person carrying out work in school must consult the Asbestos register and act in accordance with the procedures therein before commencing work. This will be provided by the school and confirmation of understanding should be sought through a signed document.

3.14 – Legionella

A contract should be in place to carry out a bi-annual legionella risk assessment to determine what cleaning and disinfection is required to the water system in each school. That treatment is carried out by an approved appointed contractor who has been through the proper procedures for contractor appointment. Regular monthly tests of hot and cold water temperatures are carried out and reported any deviations from the norm are investigated. Site managers/caretakers should identify and flush little used outlets each week and flush all outlets prior to pupils and staff returning after holiday periods. This flushing should be documented and kept as a record of compliance.

3.15 - Contractors

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else that may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Headteacher/Business Manager is therefore required to ensure that where contractors are appointed directly by the school:

- Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

- Any contractors carrying out construction work are aware of their duties under CDM 2015 and will support the school with their duties under the regulations.

3.16 - Traffic management

Signs should be clearly displayed around the premises and grounds specifying the traffic management system that is in place. Duty staff are positioned strategically outside at the beginning and end of the day to help with traffic congestion and the safety of pupils and other stakeholders who are on site at these busy times. Pupils, staff and parents are kept up to date with traffic management instructions through assemblies, via newsletters and staff briefings. Where possible, the movement of traffic should be eliminated during peak times (start and end of school day). If this is not an option then controls need to be sought as high up the hierarchy of controls as possible, including 1-way systems and barriers.

3.17 - Vehicles on site and playground safety

In some schools it is necessary that vehicles may have to access parts of the school which children will use for deliveries or to access the car park. If this is the case then all reasonable steps will be taken to ensure that this is done safely. All deliveries will be scheduled prior to children arriving or after they have left wherever possible. If not, then the area will be supervised by staff and temporary barriers in place to prevent access by children. All staff cars will be expected to be on site prior to children arriving and not leave until the children have left. In the event of an emergency, again the exit of the vehicle will be closely managed by supervising staff and children will be kept away from the area.

3.18 - Electrical equipment

Portable electrical equipment should be tested by means of a rolling PAT programme by competent trained persons. Damage to any equipment will be immediately reported to the relevant Head of Department and then to the Business / Office Manager, who will remove the item from use and have it repaired or disposed of appropriately. Any items failing the PAT will be removed from school and kept on record. Staff must be clearly informed not bring their own electrical equipment into the school unless it has been previously agreed and has been testing in line with other equipment within MLT. Fixed installation equipment is maintained and tested at least, every 5 years as part of the fixed electrical wiring tests. This process will be undertaken by a chosen contractor with a relevant level of experience and competence, within the set timescales. Any remedial actions are to be discussed at leadership level to action. When new equipment is purchased, it is the responsibility of the Head of Department, with the assistance of the site team/Business Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements. Boiler plant and Electrical intake rooms should not be used as storage areas and are out of bounds to pupils and staff. These areas should be clearly signed and in lockable areas which are kept locked when not in use and only accessible to authorised staff.

3.19 - Control of Substances Hazardous to Health (COSHH)

The Trust/school follows the national guidelines regarding the use of hazardous substances, and will ensure their quantity and use is kept to a minimum. Each school will keep a record of all hazardous substances used in a COSHH file. This will include an index of substances, hazard data sheets and COSHH assessments. The COSHH file will be regularly updated in line with other assessment reviews. The COSHH information will kept by the relevant department/staff and shared accordingly with staff.

Storage of such substances follows manufacturers' advice and will be clearly documented in the COSHH assessment. For some departments other sources of advice may be sought such as CLEAPSS.

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else that may be affected by their acts or omissions. The Headteacher/Business Manager is therefore required to ensure contractors are compliant as detailed in section 3.15 of this policy.

3.20 – Manual Handling

Manual handling activities will be eliminated wherever possible and supported by lifting aids where appropriate. Staff will be asked for suggestions to minimise handling and lifting, but the nature and size of the schools deems it necessary for some to be carried out. Deliveries to the school are usually made directly into the reception area or re-routed to their final destinations. These will be broken down into manageable loads and only lifted by those deemed competent to do so. Any staff who are expected to carry out manual handling activities will be trained to do so, as a minimum showing their ability to carry out a safe kinetic lift. Vulnerable people (young, pregnant, disabled etc.) will have specific assessments carried out which will eliminate or dramatically limit any manual handling activities carried out.

3.21 - Working at Height

The site manager/caretaker will be made aware of guidelines regarding the use of ladders/working at height equipment, including setting up a ladder at the correct lean angle and maintaining 3 points of contact when in use. Ladders should be kept in good order and visual inspections carried out before use. All ladders and platforms are kept in a locked area when not in use and are only accessible by authorised staff. Unauthorised equipment will not be used to access heights, including standing on chairs or desks, and only those trained to use the work at height equipment will be allowed to do so. Pupils and staff without training are not permitted to use ladders/working at height equipment on the school premises. The school will conduct a thorough risk assessment for any work at height activities that need to be completed and any contractors will be expected to provide their own risk assessment and adhere to safe practices when working at height.

3.22 - Display Screen Equipment (DSE)

Under the Health & Safety (Display Screen Equipment) Regulations, employers are required to provide a healthy and safe environment which includes minimising the risks associated with the use of display screen equipment (DSE). Through the risk assessment process, specific staff will be identified as DSE users. These identified users should be reviewed by a DSE assessor or will carry out a self-assessment if competent to do so. This assessment will ensure that their working environment is suitable for the tasks that they are undertaking daily. If changes are required to the work environment of the information, these will be actioned by MLT at the earliest convenience. MLT understands and accepts that these DSE steps must also be taken to protect any staff who have been approved to work from home.

3.23- Control of Noise Exposure

Exposure to excessive noise levels may occur from time to time in technology areas, or where site supervisors / caretakers are using grounds maintenance equipment. Exposure to excessive noise levels can result in temporary or permanent hearing damage. Where there is any reason to suspect that

statutory limits of 85db (A) & 90db (A) may be exceeded, control measures will be brought in, this may include limiting the amount of time doing the activity or introducing additional PPE such as ear defenders or ear plugs. Expert advice will be sought where required and noise assessments may be conducted.

3.24 - Violence and Aggression Reporting Procedures

The Trust is committed to reducing the incidence of verbal and physical abuse towards staff in schools. Staff must report these incidents as soon as possible to the Headteacher/their line manager and the incident should be recorded internally. An investigation will be carried out and any required actions will be brought in to protect staff. Any incidents will be kept on file and accessible to staff who may have to deal with aggressive/violent individuals.

3.25 - Visitors

All visitors must sign in at main reception and be issued with a visitor's badge/lanyard which they must always wear whilst onsite. Visitors should present their DBS clearance information and if they are unable to do so, must be accompanied by an MLT member of staff throughout their visit. Staff should report any potentially unauthorised visitors to a senior leader as soon as possible. Staff should not put themselves at risk challenging intruders but should ensure pupils are moved to a place of safety. A lockdown procedure should be in place and drilled to deal with any emergency situations.

3.26 - Educational Visits and Off-Site Activities

MLT recognises the substantial educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum and as such encourages these to be done, but only if it can be done in a safe manner. The school follows the [DfE guidance on Educational Visits](#) to support the planning of these activities and ensure that each planned trip has a thorough risk assessment in place and communicated to all staff involved. As well as a thorough risk assessment, each trip will also require consent forms to be completed by the carers of the children. Once all required paperwork is in place, this should be reviewed by a competent person or organisation to ensure that it meets the required standards. Each school must ensure that the trip organiser has the contact details of relevant members of staff not on the trip in cases of emergencies. They also need to be fully aware of any individual requirements for the children, including any dietary information or pre-existing health conditions.

3.27 - Security

Staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times. These should be easy to open from the inside but difficult to open from the outside. Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. The site manager/caretaker will be responsible for carrying out regular checks to the school perimeter, but all staff should be encouraged to report any defects as soon as they are discovered. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, pupils and authorised visitors and contractors. If a visitor or potential intruder in and around the site is uncooperative, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought and lockdown procedures should

be implemented if required. To try and minimise incidents of theft, money handling should be kept to minimum (electronic payments encouraged whenever possible) and should be securely (and discreetly) stored in a lockable safe. Additional precautions will be taken to promote security within the trust including CCTV monitoring, magnetic locks and security glazing.

3.28 – Infection Control

We have previously considered the Trust's approach to dealing with the ongoing issues relating to the COVID-19 pandemic. The Trust also respects that many other infection diseases may impact students and staff and as such will actively attempt to prevent the spread of infection by:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school will encourage parents to have their children immunised and where possible provide the means to have this done, where not possible guidance and advice will be given.

All staff will be subject to a full occupational health check before starting employment at the school and those who are classes as being a higher risk will have individual plans drawn up to protect them from any biological pathogens or infectious disease.

The Trust will actively encourage both staff and students who are displaying signs of infection diseases (such as influenza) to stay away from their workplace until they have been advised that they are no longer contagious. Alternative teaching arrangements may be sought during peak times of infection such as Google Classroom or Teams.

3.29 – Sharps

Sharps includes objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.

There are several times where sharps may be found on Trust premises including during assessed activities during some science or technology lessons. During these activities there will be a strict 'count out count in' procedure implemented and sufficient supervision will be given to all pupils. Individual learning plans must be consulted to ascertain the level of supervision that some pupils may require.

Sharps may also be found during school immunisation programmes or through any needles or broken glass that may have been thrown onto Trust premises from outside. In these circumstances all pupils must be informed to report this to a member of staff and not to try and touch it themselves, as well as having site staff regularly check the area prior to pupils arriving. There should be specific training in place for those staff who will deal with sharps, specific PPE to protect staff while collecting it and specific disposal areas (clearly marked sharps bins or boxes) to ensure that the waste is contained and will be disposed of in the correct manner.

3.30 – Cleaning

In general, cleaning of Trust premises will be carried out by cleaning contractors or specific employees, of the school. These must have been through the correct procedures mentioned above and should

ensure that cleaners as a minimum have the required PPE and have had adequate training in both COSHH and manual handling and that all cleaning materials used are in accordance with the COSHH requirements above. Waste collection will be arranged by the Trust with special consideration given to any hazardous waste that may be generated (lab waste, medical waste etc.) The site manager/caretaker will support by monitoring the above and must ensure that they also follow all procedures and policies in place for any cleaning that they may be required to undertake.

3.31 – Stress Management

MLT recognises the huge impact that stress can have on staff and pupils and as such will aim to ensure that all steps are taken to support all those who are affected by it. Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible and will be supported by the Trust as much as reasonably possible. This may include being signposted to counselling services, having changes made to work activities or being provided with additional teaching resource in the classroom. MLT will strive to create an inclusive work environment where staff and pupils feel comfortable to speak about stress and mental health without fear of judgement.

3.32 – Review and Monitoring

This policy will be reviewed annually and updated as required. This will be done as part of the wider safety monitoring activities of the school which will include an annual health and safety review to be carried out internally within each school and independent health and safety audits to be carried out by a competent body.

Approval by the Trust Board

This policy has been formally approved and adopted by the Trust Board



Signed:

(Chair of Trust Board)

Date: 1st February 2023