DISCOVERY
Multi Academy Trust

# HEALTH & SAFETY POLICY

**RENEWAL DATE:** FEBRUARY 2020

**To be agreed by the Board of Trustees**

## CHANGES

**January 2017**
Adopted by Discovery Multi Academy Trust, with appropriate minor amendments.

**January 2018**

Updated.

**March 2019**

Revised

## CONTENTS


Section 1 - Statement of Intent

Section 2 - Organisation

Section 3 - Arrangements

1 Risk Assessments

2 Health & Safety Monitoring and Inspection

3 Fire Evacuation and other Emergency Arrangements

4 Inspection/Maintenance of Emergency Equipment

5 First Aid and Medication

6 Accident Reporting Procedures

7 Health & Safety Information and Training

8 Personal safety / Violent Incident Reporting / lone Working Procedures

9 Premises and Work Equipment

10 Flammable and Hazardous Substances

11 Lifting and Handling

12 Asbestos

13 Contractors

14 Work at Height

15 Display Screen Equipment (DSE)

16 Vehicles on site

17 Lettings/shared use of premises

18 Minibuses

19 Stress/Wellbeing

20 Legionella

## SECTION 1 STATEMENT OF INTENT

Discovery MAT will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes the MAT's organisation and arrangements for dealing with different areas of risk. How these areas of risk will be addressed is detailed in Section 3 – Arrangements.

This policy will be brought to the attention of and issued to all members of staff and a reference copy kept in academy's **Site Control Log**, and on the Discovery MAT website. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

## SECTION 2 - ORGANISATION

The overall responsibility for Health & Safety lies with the Board of Trustees. The duties and responsibilities have been assigned as detailed below.

## RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board of Trustees are responsible for ensuring Health & Safety management systems are in place and effective.

A Health & Safety co-ordinator has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback Health & Safety issues and identified actions to the Board of Trustees. The Board's nominated Health & Safety representative is **Mr Steve Evans.**

The Board of Trustees will receive regular reports from the Chief Executive Officer (CEO)in order to enable them to provide and prioritise resources for Health & Safety issues.

Where required, the MAT will seek specialist advice on Health & Safety from the PLP Property & Compliance Team on 01752 788076.

## RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER (CEO)

Overall responsibility for the day to day management of Health & Safety in the MAT lies with the CEO.

The CEO has responsibility for:

- co-operating with the Board of Trustees to enable Health & Safety Policy and procedures to be implemented and complied with
- communicating the policy and other appropriate Health & Safety information to all relevant

people, including contractors

- ensuring effective arrangements are in place to pro-actively manage Health & Safety, by conducting and reviewing inspections and risk assessments and implementing required actions
- reporting to the Board of Trustees on Health & Safety performance and any safety concerns or issues which may need to be addressed by the allocation of funds.
- ensuring that the premises and equipment are maintained in a safe and serviceable condition
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a Health & Safety committee to be set up
- monitoring purchasing and contracting procedures to ensure Health & Safety is included in specifications & contract conditions

Whilst overall responsibility for Health & Safety cannot be delegated, the CEO may choose to delegate certain tasks to other members of staff.

## RESPONSIBILITIES OF OTHER STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITY

The Facilities Manager will on behalf of the CEO:

- setup systems to ensure statutory compliance and control of health, safety and security matters across the MAT.
- produce, review or update as appropriate, all policies relating to Health & Safety, to ensure they are relevant and up to date
- evaluate/undertake risk assessments for premises-related risks such as asbestos, water quality, electrical and fire safety etc. Link significant risks to the Risk Register
- put effective systems in place to ensure that all Health and Safety policies are complied with and regularly reviewed
- provide advice and guidance on any shortfalls in compliance and Health & Safety
- prepare Health and Safety reports for the Board of Trustees as required

The Site Manager will on behalf of the Facilities Manager:

- apply the MAT's Health & Safety policy to each area of work
- ensure staff members under their control are aware of and follow relevant published Health & Safety guidance and safe working procedures

- to update and implement Health and Safety routines as directed by the Facilities Manager

- ensure Health & Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- take appropriate action on health, safety and welfare issues referred to them, informing the Head of School/Facilities Manager of any problems they are unable to resolve within the resources available to them
- carry out regular inspections of their areas of responsibility and report and record these inspections
- ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own Health & Safety
- ensure that all accidents (**including Near Misses**) occurring within their area of responsibility are promptly reported and investigated

## RESPONSIBILITIES OF EMPLOYEES

Under the Health & Safety at Work Act 1974, all employees have general Health & Safety responsibilities. All employees are obliged to take care of their own Health & Safety whilst at work, along with that of others who may be affected by their actions.

All employees have responsibility to:

- take reasonable care for the Health & Safety of themselves and others in undertaking their work.
- comply with the MAT's Health & Safety Policy and procedures at all times
- report all accidents and incidents in line with the reporting procedure
- co-operate with MAT management on all matters relating to Health & Safety
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare
- report all defects in condition of premises or equipment and any Health & Safety concerns immediately to their line manager
- ensure that they only use equipment or machinery that they are competent and have been trained to use
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons

## SECTION 3 - ARRANGEMENTS

The following arrangements cover the key elements of the Health & Safety policy:

## 1 RISK ASSESSMENTS

### General Risk Assessments

The MAT conducts and documents risk assessments for all activities presenting a significant risk. These are co-ordinated by Risk Assessment Co-ordinators for each academy and are approved by the Head of School.Risk assessments are available for all staff to view and are held centrally in a public drive and located in written form at reception. Such risk assessments will be reviewed on an annual basis or when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work.

### Individual Risk Assessments

Specific assessments relating to staff member(s) or pupil(s) are held on the individual's file and will be undertaken by a relevant line manager or teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) that may impact upon their work. A separate risk assessment is required for pregnant staff members.

### Curriculum Activities

Risk assessments for curriculum activities will be carried out by co-ordinators for each academy using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed, all activities are checked against these and any significant findings are incorporated into lesson plans and schemes in daily use.

- Be Safe! Health & Safety in primary science and technology
- National Society for Education in Art & Design (NSEAD): http://www.nsead.org/hsg/index.aspx
- Safe Practice in Physical Education and School Sport: http://www.afpe.org.uk/

## 2 HEALTH & SAFETY MONITORING AND INSPECTION

A full compliance inspection of the site will be conducted annually with interim inspections conducted quarterly by the Facilities Manager. Following this, a detailed Safety Inspection Report will be submitted to the CEO. Responsibility for following up any actions detailed in the Safety Inspection Report will be with the Facilities Manager.

It is everybody's responsibility to carryout routine inspections of their own areas, bringing any Health & Safety issues as they arise to the attention of the Site Manager/Caretaker and to ensure there implementation on Behaviour Watch.

Co-ordinators for each academy will undertake an audit of the MAT's Health & Safety management systems on an annual basis and submit the report to the CEO and the Board of Trustees.

Advice and pro-forma inspection checklists are available from the PLP Property & Compliance Team. Inspections will be conducted jointly with the MAT's Health & Safety representative(s) if possible.

## 3 FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The CEO and Facilities Manager are responsible for ensuring the MAT's fire risk assessment is undertaken and implemented. The fire risk assessment is located in **Section 8** of each academy's **Site Control Log** and will be reviewed on an annual basis by the Facilities Manager and PLP.

### Emergency Procedures

- Fire and emergency evacuation procedures are displayed in around each individual academy. These procedures will be reviewed at least annually and are made available to all staff as part of the MAT's induction process. Evacuation procedures are also made available to all contractors/visitors.
- Emergency exits, fire alarm call points, assembly points are clearly identified by safety signs and notices.
- Emergency contact and key holder details are maintained by the Facilities Manager and held in the Emergency Plan.

### Fire Drills

- Fire drills will be undertaken 3 times per year or every term time with results recorded in the **Site Control Log**
- Fire Safety Officers will wear high visibility jackets during all evacuation procedures

### Fire Fighting

- Ensure the alarm is raised BEFORE attempting to tackle a fire
- The safe evacuation of all children, visitors and staff is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire-fighting equipment
- Staff members are to be aware of the type and location of portable fire-fighting equipment as part of their annual compliance training and receive basic instruction in its correct use

### Details of service isolation points (i.e. gas, water, electricity)

These are highlighted on the drawings displayed in the vicinity of the **Fire Alarm Panel** in reception.

### Details of chemicals and flammable substances on site

- An inventory is held in the Section 10 – Site Control Log in the Site Manager/Caretaker's

- All new chemicals must be assessed and recorded correctly within the Site Control Log. Office.
- At no times must chemicals be purchased outside of the EU and must be purchased through a reputable contractor.

## 4 INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

The Site Manager/Caretaker is responsible for ensuring that Section 8 of the Site Control Log is kept up to date and that the following inspections and maintenance are undertaken and recorded in the log located in the Site Manager/Caretakers office.

### Fire Alarm System

- Fire alarm call points will be tested **weekly** in rotation. This test will occur between 0700 and 0900.
- Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

### Fire Extinguishers and Blankets

- **Weekly** in-house checks are conducted to ensure that all fire-fighting equipment is in the correct position, easily accessible and clear of obstruction, correctly charged and operational, and showing no signs of tampering.
- Contractors undertake an annual maintenance service of all fire-fighting equipment.
- Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Facilities Manager for replacements.

### Emergency Lighting Systems

- Emergency lighting will be checked by the Site Manager/Caretaker **each month**. Annually, the contractor will conduct a full discharge test and certification of the system.

### Means of Escape

- The Site Manager/Caretaker will carry out **daily checks** for any obstructions on exit routes, and will ensure all exit doors are operational and available for use.

### Good Housekeeping

- All passageways, stairwells and storage areas must remain clean, tidy, and cleared from any obstructions. At no time should any items be stored in the vicinity of heat-producing equipment.
- Routine inspections of internal and external areas will be conducted by the Site Manager/Caretaker. However, it is important that the whole staff take a proactive approach to good housekeeping, to promote a safe and healthy working environment.

## 5 FIRST AID AND MEDICATION

The MAT has assessed the need for first aid provision to provide first aid (both on site and where required for trips/visits and extra-curricular activities)

First aid qualifications remain valid for 3 years. The training co-ordinator will ensure that refresher training is organised, to maintain competence. The training co-ordinator should ensure that new persons are trained should First Aiders leave employment.

**First Aid boxes are located at the following points:**

- Each academy provides a First Aid Post with an appointed First Aider who is responsible for regularly checking (**termly**) that the contents of first aid boxes/eye wash bottles (including travel kits/ those in vehicles) are complete and replenished as necessary.

**Transport to hospital**

- Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.
- Any person suffering from a *specified injury* or omitted to hospital is reportable under **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.
- Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline and, in the case of pupil with the parents/carers.

**In an Emergency - dial 999**

**Administration of medicines**

- All medication will be administered to pupils in accordance with the DfE document 'Managing Medicines in MATs and Early Years Settings'.
- The academy in question will, at the request of the parent / carer and with the consent of the Head of School, administer medication prescribed by a medical practitioner.
- No member of staff will administer any medication unless a request form has been completed by the parent / carer, and the medication is accompanied by an appropriate prescription.
- Administrators are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.
- Records of administration will be kept by the First Aid Co-ordinators.
- All non-emergency medication kept in the academy is **securely** stored in the academy's medicine refrigerator. This should be kept locked at all times within the First Aid Post, with access strictly controlled by the First Aid Co-ordinator.
- Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the First Aid cupboard or child's classroom as appropriate, and clearly labelled.

**Health Care Plans**

- Parents / carers are responsible for providing the academy in question with up-to-date information regarding their child's health care needs and providing appropriate medication.

- Individual health care plans are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc. These plans will be completed at the beginning of the academic year / when the child enrols / on diagnosis being communicated to the academy in question, and will be reviewed annually by First Aid Co-ordinators.
- All staff members are made aware of any relevant healthcare needs, with **a summary to be displayed in the staffroom** and copies of health care plans are available from the First Aid Co-ordinators.
- Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

## 6 ACCIDENT REPORTING PROCEDURES

### Accidents to employees

Where the MAT is the employer then **all** employee accidents, no matter how minor, and including Near Misses, must be reported on Behaviour Watch and if placed on an accident form if required to go to hospital. Forms are available at the school office.

### Accidents to pupils and other non-employees (members of public/visitors to site etc.)

All accidents to pupils and other non-employees must be recorded as per MAT procedure. More significant incidents as detailed below must also reported to the Head of School and CEO:

- Major injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents arising from premises / equipment defects.

All major incidents will be reported to the CEO, Facilities Manager and the Head of School, and the Board of Trustees. Parents / carers will be notified immediately of all major injuries.

The CEO, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### Reporting to the Health & Safety Executive (HSE)

The Facilities Manager is responsible for reporting of all Incidents involving a fatality or major injury to the Health & Safety Executive (HSE) on 0845 300 9923. Reportable under RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

- Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system http://www.hse.gov.uk/riddor/ within 15 days of the incident occurring.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident

arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.

- Employee absence or inability to carry out their normal duties as the result of a work-related accident, for periods of 7 days or more (including weekends and holidays).

- If there is an accident connected with work (including physical violence) and an employee, or a self-employed person at work, suffers an over-three-day injury must be recorded by the employer.

## 7 HEALTH & SAFETY INFORMATION & TRAINING

### Consultation

The nominated Board Member for Health and Safety is Mr. Steve Evans.

The Board of Trustees meets termly to discuss health, safety and welfare issues affecting staff, pupils and visitors. Action points from meetings are brought forward for review by MAT management.

### Communication of Information

The **Health & Safety Law** poster is displayed in reception.

The **MAT Health & Safety Agreement** is displayed in reception.

The PLP P&CT, Tel Team, Tel: 01752 788076 provide competent Health & Safety advice for member MATs.

### Health & Safety Training

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records will be kept **in Section 18** of the **Site Control Log**. The Facilities Manager is responsible for co-ordinating Health & Safety training needs and for including details in the training and development plan for each academy. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The CEO will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Head of School / line manager's attention to their own personal needs for training, and for not undertaking duties unless they are confident that they have the necessary competence.

## 8 PERSONAL SAFETY /VIOLENT INCIDENT REPORTING PROCEDURES/ LONE WORKING

The MAT believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Head of School. The MAT will work in partnership with the police where inappropriate behaviour/ individual conduct compromise the MAT's aims in providing an environment in which the pupils and staff feel safe. This is outlined in further detail in the MAT's Anti-Bullying and Harassment Policy.

### Violent Incident Reporting Procedures

For the purpose of this procedure, the term 'violence' encompasses physical aggression, verbal abuse, and other forms of harassment to persons or property or other threatening behaviour, which may cause distress, demoralisation, fear and / or injury to individuals.

It is the responsibility of the Head of School and Local Advisory Board to provide a safe and healthy working environment for all staff and pupils. In this context, they have, therefore, an obligation to minimise the risk where possible through risk assessment and the setting of control measures, provide training to staff on violence in the workplace, and to strive to eliminate the danger posed by threats to violence. Additionally, they have a responsibility in ensuring that incidents are followed up in accordance with the appropriate academy procedures.

It is therefore essential that all incidents are reported, that a report form is completed on each occasion, and that the incident is investigated appropriately.

Procedure

As a general guide, after an incident of violence or aggression, the following procedure should be observed:

- If necessary, first aid treatment should be sought and the person administering first aid to make a careful written record.
- The member of staff involved should report the incident to the Head of School and complete an incident report form.
- Consideration should be given as to whether the matter is reported to the police. If it is reported, then it should be done as soon as possible.
- If the incident has led to physical injury:
    - It is to be recorded in the accident book.
    - Consideration tis to be given to reporting the incident and injury to the governing body, as the employer.
- If applicable the outcome of the incident should be reported to the HSE under RIDDOR.

- The incident should be followed up, reviewing any relevant risk assessments, considering the effectiveness of any current control measures and the need for further measures.

Investigations should be carried out by the Leadership Team and with the possible inclusion of the LAB Member. This may be referred to the Premises Committee or the Board of Trustees who will, in any case, receive an annual report of accidents within school as part of the regular reporting system.

### Lone working

Staff members are encouraged not to work alone in MAT. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal MAT hours must obtain permission from the Head of School, a senior member of staff or the Facilities Manager. They must ensure they swipe their card/complete the sign-in log as they enter and leave the building.

Where lone working cannot be avoided staff should ensure they have means to summon help in an emergency e.g. access to a telephone or mobile phone etc. For staff conducting home visits, you are to ensure you leave your mobile phone details, times of visits and notification of returning to MAT in all instances.

### MAT staff responding to call outs

Nominated key holders who may be required to back up the nominated security company attending empty premises where there has been alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so. Following an incident, there may be a requirement for nominated key holders to respond.

## 9 PREMISES AND WORK EQUIPMENT

### Statutory inspections

Regular inspection and testing of MAT equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the relevant section of the Site Control Log by the Site Manager/Caretaker.

The Site Manager/Caretaker is responsible for identifying all equipment in an equipment register and ensuring that any training or instruction needs, or personal protective equipment requirements are identified. The Facilities/Site Manager will ensure that the relevant risk assessments are conducted where required.

Equipment restricted to those users who are authorised or have received specific training is detailed in the register and labelled accordingly.

All staff are required to report any problems found with equipment to the Site Manager/Caretaker. Defective equipment will be clearly marked and taken out of service by storing in a secure location, pending repair or disposal.

**Curriculum Areas**

All members of staff are responsible for ensuring maintenance requirements for equipment in their areas are identified, implemented and recorded in the Defect Log.

**Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Site Manager/Caretaker.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependent upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by a PAT testing contractor annually.

The Site Manager/Caretaker is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing and held in the Site Control Log

Personal equipment items (electrical or mechanical) should not be brought into the MAT without prior authorisation and must be subjected to the same tests as MAT equipment.

A fixed electrical installation test (fixed wire test) will be conducted by qualified contractors on a 5 year cycle.

**External play equipment**

External play equipment will only be used when appropriately supervised. This equipment will be checked **daily** before use for any apparent defects. DTGS Ltd will conduct a formal termly inspection of the equipment. PE and Play equipment is subject to an annual inspection by DTGS Ltd.

## 10 FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the "Control of Substances Hazardous to Health Regulations 2002"(COSHH Regulations).

Within curriculum areas, subject leads are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc).

In all other areas, each academy's nominated person(s) responsible for substances hazardous to health is the Site Manager/Caretaker with overall responsibility by the Facilities Manager

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.

- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Where required, COSHH risk assessments are conducted and that these assessments are seen and understood by all staff.
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified and is readily available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

The Site Manager/Caretaker are responsible for ensuring that COSHH assessments are available from contractors (this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.)

## 11 LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques.
**Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the Health & Safety of staff will be reported to the Site Manager/Caretaker. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

### Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

## 12 ASBESTOS

An asbestos management plan is in place for the MAT in accordance with HSE and DfE Guidance.

Weston Mill's asbestos register, management plan and record of inspections is contained in **Section 5** of the **Site Control Log** held in the academy office and will be made available to all staff and contractors prior to **ANY** work commencing on the fabric of the building or fixed equipment (e.g. kilns).

No work can commence until this log has been checked and permission to work given to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The MAT has asbestos-trained nominated staff in each academy, and refresher training is provided every 3 years.

Those authorising work shall ensure:

- The asbestos management plan is maintained.
- That the asbestos log is consulted at the earliest possible opportunity in the planning process and that **ALL** work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded in the log (minimum of annually).

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

**Under no circumstances must staff drill or affix anything to walls or ceilings without first obtaining approval from the CEO or their delegated member of staff.**

Any damage to materials known or suspected to contain asbestos should be reported to the Site Manager, who will contact an approved contractor.

## 13 CONTRACTORS

All contractors used by the MAT shall ensure compliance with relevant Health & Safety legislation, guidance and good practice. They must hold an up to date Liability Insurance, suitable qualification, and provide an up-to-date DBS certificate for every operative who will be on site.

All contractors must report to reception, where they will be asked to sign the visitor's book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Site Manager/Caretaker are responsible for monitoring areas where the contractor's work may directly affect staff and pupils, and for keeping records of all contractor work.

### MAT-managed projects

Where the MAT undertakes projects directed by the Board of Trustees, the Board are considered the 'client' and therefore have additional statutory obligations.

Such projects are managed by the Facilities Manager who will ensure that Board's consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM 2015 regulations will apply.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The MAT, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site. On completion of all works, the contractor is to provide a Health & Safety file.

## 14 WORK AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height, (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff that use ladders / stepladders and is available from:

**http://www.hse.gov.uk/pubns/indg405.pdf.**

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The establishments nominated person(s) responsible for work at height is (are) Facilities Manager

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is appropriately controlled.

## 15 DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use computers daily, as a significant part of their normal work *(significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician.

## 16 VEHICLES ON SITE

Vehicular access to MAT premises is restricted to MAT staff and visitors only and not for general use by parents / guardians when bringing children to MAT or collecting them.

Access to each academy site must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

## 17 LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the MAT central office.

The Chief Executive Officer will ensure that the Hirer of MAT premises, for any event, is aware of their obligations under Health & Safety Legislation, the MAT's Health & Safety Policies where appropriate.

## 18 MINIBUSES

The Facilities Manager maintains a list of **nominated drivers** who have received training in order to drive a minibus. The Facilities Manager is responsible for conducting an annual check of nominated drivers' driving licences.

All drivers must be over 21 and hold a full Category B (car) licence; non-employees must have held this for at least two years. Employees must have category D1 entitlement, those who obtained their car licence after 1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

All nominated drivers are responsible for the undertaking of pre-user checks on the vehicles, using the vehicle check books, and ensuring that the MAT's operation of minibuses follows current guidance from the DVLA. Any defects must be reported immediately to the Facilities Manager, and the minibus must not be used until the defect is corrected.

## 19 STRESS / WELLBEING

The MAT is committed to promoting high levels of health and well-being, and recognises the importance of identifying and reducing workplace stress through risk assessment, in line with the HSE management standards.

A number of internal systems are in place within the MAT, to respond to individual concerns and monitoring of staff workloads. These include:

- A staff wellbeing package provided as part of Staff Absence Insurance
- An external counselling service is available for all staff members
- Return to work interviews are conducted following staff absence
- The Fit for Work scheme is in place for staff following 4 weeks of continuous absence

## 20 LEGIONELLA

The MAT complies with advice on the potential risks from Legionella as identified in the HSE ACOP L8, the details of which are included in the MAT's Legionella Policy.

A water risk assessment of the MAT has to be done every 2 years. Facilities Manager/qualified Health & Safety consultant is responsible for ensuring that the identified operational controls are being conducted and recorded in Section 21 of the Site Control Log. This risk assessment should be reviewed where significant changes have occurred to the water system. The School's Site Manager/Caretaker will be responsible for undertaking basic operational controls in lieu of a water

risk assessment being conducted, and make necessary arrangements for correcting the following action points.

Operational checks include:

- Identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- Conducting necessary water temperature checks (monthly).
- Disinfecting / de-scaling showers, or other areas where water droplets are formed (quarterly)
- Water tanks inspected for compliance and safety on an annual basis

Further information can be gained via the relevant Health & Safety Regulations at Work Act 1974 and the Management of Health & Safety at Work Act 1999.