



FINHAM PARK  
MULTI ACADEMY TRUST

# FINHAM PARK MULTI ACADEMY TRUST



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## **FPMAT HEALTH AND SAFETY POLICY**

### **Finham Primary School**



## Introduction

Finham Park Multi Academy Trust's Health and Safety Policy details the Multi Academy Trust's (MAT) commitment to effective and successful health and safety management. It contains a statement of intent for both the Trust and each school, together with organisation details of the arrangements and monitoring systems for health and safety management.

It is available at the following locations:

- *Staffroom noticeboards;*
- *Individual school websites;*
- *MAT website;*
- *School servers for staff*

The master copy is held by the MAT Clerk & PA to the Executive Headteacher.

The Finham Park Multi Academy Trust Health and Safety Policy is central to an understanding that health and safety and the concept of sensible risk management features prominently in all aspects of the operation of the trust in order to ensure compliance with health and safety legislation and promote good practice throughout.

In addition, Ofsted requires schools to hold various other documents relating to health and safety.

This policy will ensure compliance with relevant health and safety legislation and Ofsted and EYFS requirements by establishing clearly defined roles, responsibilities and arrangements at both Trust and school level.



There are five parts to this policy:

1	<b>Aim, objective and statement</b> A declaration of intent by the Chair of the Board and Executive Headteacher A declaration of intent by the school Chair of Governors and Headteacher
2	<b>Organisation</b> The management and structure and defining of roles and responsibilities
3	<b>Arrangements</b> The procedures and systems necessary for implementing the policy.
4	<b>Monitoring</b> The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance
5	<b>Appendices and links</b> Associated documents, procedures and risk assessments detailing the arrangements



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## 1. Statement of Intent

Finham Park Multi Academy Trust ("the MAT") recognises the importance of effective occupational health and safety management and is committed to managing occupational health, safety, welfare and wellbeing with equal importance as our other core business aims and objectives. This Policy provides a practical framework for the compliance and implementation of The Health and Safety at Work etc. Act 1974 and all other relevant health and safety legislation within the MAT.

The MAT recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, pupils/students and other non-employees (such as visitors, volunteers, contractors, and members of the public) so far as is reasonably practicable.

The MAT will endeavour to prevent occupational accidents, incidents and cases of work-related ill health; and will promote and implement safe systems of work, a safe and healthy working and learning environment all staff, pupils/students and all other stakeholders that may be affected by its activities. This will enable the MAT to develop a positive health and safety culture through the implementation of the following objectives:

- providing strong and visible leadership and management and involving employees;
- having an occupational health and safety management system which sets clear health and safety standards and roles and responsibilities;
- identifying significant risks to health and safety as part of our risk assessment process, and implementing adequate measures to prevent, reduce, or protect against those risks;
- promoting the principles of sensible and proportionate risk management;
- having a competent workforce through the provision of information, instruction, training and supervision;
- including health and safety requirements/responsibilities into contract conditions which will be enforced by the school governing bodies, senior leadership teams and other supervising staff members;
- requiring staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training;
- effectively communicating, consulting, cooperating with employees and board members on all relevant health and safety matters;
- providing a safe and healthy place to work;
- providing access to competent health and safety advice, guidance and support;
- requiring our contractors to co-operate with us;
- ensuring resources are available to ensure the successful management and implementation of health, safety and wellbeing; and
- making continuous improvements in health and safety performance

To achieve our aim and objectives the MAT has adopted the Health and Safety Executive's (HSE) "Managing for Health and Safety" HSG65 as our management system.



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This statement of Policy will be kept under review and any amendments made to it will be brought to the notice of all employees. A MAT Health and Safety Statement of Intent will be endorsed by each Headteacher for their school. All employees must be informed of and comply with this Policy as relevant to their role.

It is a requirement of the MAT that this policy is implemented, ensuring the 'Organisation' and 'Arrangements' sections of the Health and Safety Policy document are understood and followed by all staff, Trustees, governors and other relevant persons within the MAT schools or working on behalf of the MAT.

Finham Park Multi Academy Trust will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by engaging a competent health and safety advisor or consultancy and where necessary seeking specialist, technical advice from external competent persons, such as CLEAPSS.

Copies of the policy will be issued to all staff, governors, Trustees and members, and will be available from each school administration with the master copy held by the MAT Clerk & PA to the Executive Headteacher on behalf of the Chair of the Board.

Signed and dated on behalf of Finham Park Multi Academy Trust:

Peter Burns  
Chair of Board

Date: 26<sup>th</sup> January 2021

Mark Bailie  
Executive Headteacher

Date: 26<sup>th</sup> January 2021



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## 1.1 Health and Safety Statement of Intent for Finham Primary School

At Finham Primary we nurture the unique skills and talents of all individuals, delivering a bespoke, values led, inclusive education and an excellent start in life. We strive for the highest standards. This is achieved by challenging, whilst supporting and nurturing each individual. We cultivate creativity and critical thinking to develop intrinsically motivated learners with high aspirations for their futures.

We celebrate distinctiveness and individuality. Every member of staff brings their own unique set of talents and experiences to motivate and support children along their educational journey. Through coaching, mentoring and high- quality action research, we are developing and modelling a research partnership that allows staff to continue their learning. This ensures that children reach the high expectations that we set for all

Within our school we will meet all the requirements set out in the MAT Health and Safety Policy. We will demonstrate the MAT's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other members of the school community. Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Finham Primary School accepts that schools cannot be 'risk-free' environments, and that control measures should focus on real risks and proportionate control measures. We will ensure that we meet our health and safety objectives and we will achieve this by:

- considering health and safety within our school planning activities;
- establishing a proactive and positive health and safety culture;
- encouraging ownership and responsibility at all levels;
- requiring all employees, and encourage and support all pupils to show a proper personal concern for their own safety, and for that of the people around them through both management example and joint consultation with the delivery of the curriculum and through pastoral care;
- providing suitable health and safety information, instruction, training and supervision to staff (and pupils/students where required);
- engaging a competent health and safety advisor or consultancy and where necessary seek specialist, technical advice from external competent persons, such as CLEAPSS;
- ensuring health and safety guidance provided by specialist organisations e.g. CLEAPSS, AfPE is followed;
- developing and communicating information to staff and partners on sensible risk management and safe working practices;
- ensuring that, where there are any school specific arrangements, procedures, safe systems of work, templates, etc. that they comply with the MAT Health and Safety Policy;



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- identifying, assessing and eliminating, reducing or managing the risks that arise out of activities/processes and operations through the risk assessment process.
- ensuring that school buildings, grounds, plant and equipment meet the appropriate health and safety standards;
- monitoring the effectiveness of those measures including the enforcement of agreed safe and healthy working practices by the school governing body, senior leadership team and other supervising staff members;
- including health and safety requirements/responsibilities into contract conditions which will be enforced by the Governing Body, senior leadership team and other supervising staff members;
- reviewing risk assessments, policies, procedures and practices at regular intervals;
- reviewing our school health and safety performance, analysing accident trends to identify areas for improvement;
- ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- ensuring that health and safety is included as a standing agenda item at staff meetings.
- ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

Signed:

Name: Terry Arnett  
**Chair of Local Governing Body**  
Date: March 2021

Name: Sarah Bracken  
**Head Teacher**  
Date: March 2021



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## **2. Introduction**

Finham Park Multi Academy Trust is a multi-academy trust whereby the Trustees have direct responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, pupils/students, visitors and all other associated stakeholders. The Board of Trustees, Executive Headteacher, Business Director, Operations Managers and Headteachers will ensure that school staff and premises comply with both MAT and School health and safety policies, guidance and practices.

## **3. Roles and Responsibilities for Health and Safety**

### **3.1 Members Finham Park Multi Academy Trust**

There are currently five Members of the Trust. Members of a multi-academy trust are akin to the shareholders of a company; they have a ultimate control over the trust, with the ability to appoint and remove the Trustees and the right to amend the trust's articles of association. They are classed as "People with significant Control" but do not have any management or director duties under the provisions of the Health & Safety etc. Act 1974, and subordinate legislation.

### **3.2 Board of Trustees for The Finham Park Multi Academy Trust ("the MAT")**

The Board of Trustees set the direction for effective health and safety management. Board members will ensure that the health and safety policy is much more than a document; it is an integral part of the MAT's organisational culture, of its values and performance standards.

All board members are responsible for taking the lead in ensuring the communication of health and safety duties and benefits throughout the MAT.

Executive Trustees are responsible for developing policy to avoid health and safety problems and respond quickly where difficulties arise or new risks are introduced.

Non-executive Trustees are responsible for being a 'scrutineer', ensuring the processes to support the board facing significant health and safety risks are robust, making sure that health and safety is properly addressed.

Health and safety will appear regularly on the agenda for board meetings.

We believe the presence on the board of a health and safety director can be a strong signal that the issue is being taken seriously and that its strategic importance is understood.

To take responsibility and 'ownership' of health and safety, the board will ensure that:

- the health and safety policy reflect the MAT's current priorities, plans and targets
- health and safety arrangements are adequately resourced;
- risk management and other health and safety systems have been effectively reporting to the board;
- they obtain competent health and safety advice;



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- risk assessments are carried out;
- employees or their representatives are involved in decisions that affect their health and safety;
- appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates);
- periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
- the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
- there are procedures to implement new and changed legal requirements and to consider other external developments and events;
- effective monitoring to the board of sickness absence and workplace health are in place;
- there is an effective process for the collection of workplace health and safety data to allow the board to benchmark the MAT's performance against others in the education sector;
- appraisals of senior managers include an assessment of their contribution to health and safety performance;
- regular reports on the health and safety performance, including the actions of contractors, are received;
- they decide actions to address any weaknesses in health and safety management and a system to monitor their implementation, considering immediate reviews in the light of major shortcomings or events

### **3.3 Executive Headteacher**

The Executive Headteacher has overall responsibility throughout the MAT for:

- Implementing and achieving the aims and objectives of this Policy.
- The preservation, development, promotion and maintenance of the MAT's occupational health and safety management system.
- Ensuring health and safety matters receive appropriate priority and are considered within the organisational decision making process and strategic planning.
- Having awareness and maintaining attention on the significant health and safety issues.
- Ensure that the MAT has appointed competent people to provide health and safety assistance/ advice to assist the MAT with the implementation of relevant health and safety measures to meet legal requirements (as per The Management of Health and Safety at Work Regulations).
- Personally, responding to any legal notice received by the HSE or other enforcing body (although the Executive Headteacher may assign this requirement to the Headteacher). The responder must liaise with the Health and Safety Consultant throughout any investigation and/or correspondence).
- Applying health and safety legislation; and making decisions that conform with legislation and this Policy.
- Preserving, developing, promoting and maintaining the MAT's health and safety management system.
- Promoting a positive health and safety culture.
- Ensuring adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.
- Ensuring health and safety matters will be considered and accounted for when making organisational decisions.



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- Ensuring that individual schools comply with this Policy.

The Executive Headteacher may delegate responsibilities to the Chair of a School Governing Body, Head of Service, Headteachers, Operations Managers and members of school leadership. However, the Chair of the Board retains the overall accountability and responsibility (as this cannot be transferred).

### **3.4 School Local Governing Body**

Collectively and individually Finham Primary School Local Governing Body are responsible for:

- Providing clear and visible health and safety leadership and commitment that encourages employee involvement and champions the importance of sensible health and safety risk management within the workplace.
- Demonstrating commitment and visible leadership for health and safety.
- Having a signed local Statement of Intent for their respective school.
- Ensuring that all decisions made reflect their health and safety intentions as specified in the MAT's health and safety policy statement/local Statement of Intent.
- Integrating health and safety with other core school management functions and be aware of the risks to the school and have controls in place to manage those risks.
- Having awareness and maintaining attention on the key health and safety issues (significant risks) of their school and ensuring risk control strategies are in place.
- Making sure that accountabilities and responsibilities for health, safety, welfare and wellbeing within their school are properly assigned, passed on, understood and carried out throughout the organisational structure via the Headteacher.
- Ensuring their Headteacher has arrangements in place for health and safety management, consultation with the workforce, and monitoring/auditing their school.
- Ensuring health and safety is discussed and appears regularly on their agendas.
- Setting and monitoring health, safety and wellbeing performance and priority areas.
- Ensuring their Headteacher provides and manage adequate resources to enable the discharge of their health and safety responsibilities and address any implications as reasonably practicable.
- Establishing a proactive positive health and safety culture (i.e. through attitudes and behaviors).
- Consulting and seeking advice from the Health and Safety Consultant on health and safety matters when required.
- Reporting any HSE correspondence or health and safety concerns to the Health and Safety Consultant and Chair of the MAT.



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### 3.3 Headteachers

Without limiting the responsibility of the MAT, the Headteacher generally oversees the day-to-day management of health and safety and implementation of this policy within Finham Primary School

The Headteacher has overall accountability and responsibility for ensuring effective health and safety management within Finham Primary School, and will ensure that all employees are aware of, and are held accountable for, the specific application of their health and safety duties to employees and any other person.

The Headteacher may choose to delegate responsibilities to members of the Senior Leadership Team or employees with specific technical skills; however, they must ensure that those nominated are competent, have the necessary authority, and understand and accept the responsibilities being delegated to them. The Headteacher will remain accountable for those activities.

The Headteacher will:

- demonstrate visible management commitment to health and safety and lead by example;
- strive for continuous improvements and the promotion of a positive health and safety culture;
- make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the school and maintain an up to date file of policies and procedures;
- ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery;
- liaise with the MAT and follow instruction from the Executive Headteacher;
- monitor and review with their Senior Leadership/Management and Local Governing Body, their school health and safety objectives and priorities in line with the overall MAT objectives to ensure required implementation for their area;
- attend, as directed/required, appropriate health and safety management /leadership training and subsequent refresher courses;
- be aware and maintain attention on the significant risks within their school and ensure they are being appropriately risk assessed, controlled and managed through effective and sensible risk management;
- ensure that school procedures for the selection and monitoring of contractors are in place;
- ensure that when making decisions/arranging new projects for the school; health, safety, welfare and wellbeing issues are considered and dealt with fully;
- ensure that adequate health and safety communication and consultation channels exist within their school;
- work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties;
- ensure that adequate resources are provided to manage health, safety and welfare;
- ensure that procedures exist and are effectively implemented to ensure competent employees;
- support work-related accident/ incident investigations as appropriate, and review and monitor statistics to identify trends and hotspots. Provide support and resources to ensure adequate controls are put in place to prevent recurrence;



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- ensure that their senior managers and all employees (including Agency Staff) under their control are made aware of; understand their specific roles and responsibilities; and are accountable for their duties regarding health and safety;
- ensure that health and safety management and performance is formally evaluated, monitored and reviewed at least on an annual basis within their school;
- ensure the school has access to competent health and safety advice and that the Health and Safety Officer or Consultant is consulted, prior to changes in working practices;
- ensure that the Chair of the Board and the School Governing Body are informed of any breach of health and safety statutory requirements; and immediately when there is HSE or other enforcing body involvement;
- ensure that health and safety workplace inspections and audits are undertaken, and appropriate action implemented;

take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures.

**In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils/students which stems from their position in law “*in loco parentis*”.**

### **3.4 Senior Leadership/Management, Heads of Department and Line Managers**

Senior Leadership/Management, Heads of Department and Line Managers will:

- make themselves familiar with and conform to this policy, including any instructions and requirements for safe methods of work;
- ensure that risk assessments are undertaken and recorded for their work activities/ processes / operations. They must identify significant risk(s), and controls that will eliminate the risk or reduce it to the lowest possible level, so far as is reasonably practicable, through sensible and proportionate risk management. They must involve employees as part of this process and implement controls as necessary in compliance with the risk assessment policy;
- ensure that all employees are made aware of the relevant risk assessment findings for their work activity (i.e. the risk(s) and the controls in place, including emergency arrangements, such as fire and first aid);
- ensure that all statutory registers and records are adequately kept;
- ensure that the working environment and conditions are safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken;
- provide all new starters with a health and safety induction upon commencement with the school. As necessary, ensure that arrangements are in place detailing their responsibilities for the health and safety of agency workers as the host employer, and detailing the responsibilities of the agency as employer. Similarly, arrangements must be in place for volunteers;
- ensure that relevant information, instruction, training and supervision programmes are in place, provided, maintained and monitored to help secure the competence of all employees;
- ensure staff are provided with equipment, materials and clothing as is necessary to enable them to work safely;
- consider health and safety implications at the planning stage of any new plant and/or equipment purchase or design or change in processes.
- ensure all persons under their control are aware of the accident and incident reporting procedure;



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- ensure that accidents, incidents, near misses and occupational ill health are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;
- ensure that contractors' and other people's activities (for example, lettings) in the area are monitored and issues of concern raised to the appropriate person in a timely manner.
- ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working across the MAT;
- ensure that the formalised workplace inspection regime is in place to check and document that the work environment is safe or requires appropriate action;
- ensure that contractors receive an induction to the premises or area they are working;
- ensure that communication arrangements are in place to brief and inform employees on health and safety matters as required;
- ensure cooperation and consultation with employees, other organisations and appropriate employees' safety representatives, when sharing premises;
- take appropriate action following audits, inspections, and own observations;
- reinforce a positive attitude to health and safety with employees (i.e. recognise positive contributions and safe behaviours of staff);
- display the health and safety law poster in prominent areas of the workplace (e.g. entrance and exit points, staff room);
- consult and seek advice where necessary.

### **3.5 Responsibilities of class teachers / cover supervisors / teaching assistants**

The class teacher is responsible for the safety of pupils/students in classrooms, as well as laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers they cannot accept this responsibility, they should discuss the matter with the Headteacher / Head of Department before allowing work to take place.

Class teachers are expected to:

- set a good example by adopting good health and safety practices, and procedures;
- supervise the pupils/students and ensure that they know the emergency procedures and any special safety measures for the teaching area/activity;
- give clear instructions and warning as often as necessary (notices, handouts etc. are not enough);
- ensure that pupils' / students' bags, coats etc. are safely stored, and good housekeeping is maintained;
- include all relevant aspects of safety in the curriculum, if necessary in special lessons;
- request / obtain protective clothing, guards, special safe working procedures, etc. where necessary and ensure their use;
- make parents / volunteers aware of safety procedures in the classroom / work area;
- recommend to the Headteacher / Head of Department, improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so;



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- ensure that relevant risk assessments are performed, the results recorded and any necessary action taken;
- follow recognised curriculum specific guidance e.g. CLEAPSS or AfPE.

### **3.6 All staff**

All employees, agency and peripatetic workers and contractors must comply with the MAT's health and safety policy and associated arrangements and in particular are required to:

- take reasonable care, while at work, of their own and other people's health and safety.
- co-operate with their employer or other person (i.e. line manager, Senior Leadership/Management) in respect of their health and safety duties and follow all instructions, control measures, training, procedures, etc. (written and verbal) to protect their own and other people's health and safety;
- always follow relevant arrangements (i.e. risk assessment controls, safe systems of work, procedures, etc.) to avoid health and safety risks, and consult their line manager on any areas of concern;
- not intentionally or recklessly interfere with or misuse anything that has been provided in the interest of their health, safety and welfare (for example, personal protective equipment, machinery guarding, etc.);
- check that any equipment, plant, or substances used at work are in a safe condition prior to use.
- report immediately to their manager any health and safety concerns, hazardous condition or any defects in the premises or as described in the health and safety arrangement;
- report all work-related accidents, incidents (including incidents of violence/ aggression, diseases and dangerous occurrence), and near misses;
- be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all induction, information, instruction and training provided (whether verbal or written);
- support the MAT in embedding a positive safety culture that extends to the pupils/students of the school and any visitors to the site.

### **3.7 Pupils**

All pupils/students are expected to behave in a manner that reflects the MAT and Finham Primary School Behavior Policy and in particular are expected to:

- take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school;
- cooperate with teaching and support staff and follow all health and safety instructions given;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- report to a teacher or other member of school staff any health and safety concerns that they may have.



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### 3.8 Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of the school site must agree to:

- co-operate and co-ordinate with the school on health and safety matters;
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities;
- maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all school staff and users;
- meet the insurance requirements of the school and MAT's insurance provider;
- familiarize themselves with and communicate to their employees/users the school's health and safety arrangements.

Finham Primary School will ensure that:

- the premises are in a safe condition for the purpose of use;
- adequate arrangements for emergency evacuation are in place and communicated;
- users are consulted with on health and safety matters;
- the MAT's health and safety arrangements are made available to shared users.

### 3.9 Lettings

Each school has a Lettings Policy. The policy covers the procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- co-operate and co-ordinate with the academy on health and safety matters
- agree to the terms of the lettings policy in relation to health and safety arrangements
- provide information relating to any additional risks or procedures which will be new or unusual to those of the academy that may arise from their activities

Finham Primary School will ensure that:

- the premises are in a safe condition for the purpose of use
- health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated
- adequate arrangements for emergency evacuation are in place and communicated



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## **4. Organisation - Arrangements**

The following arrangements will be adopted to ensure that the MAT and the schools fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### **4.1 Setting Health and Safety Objectives**

The Executive Headteacher will specifically review progress of health and safety objectives at the termly meeting of the Finance & Audit Committee Meeting (this may be included as part of the Executive Headteacher's report to the Board). Where necessary health and safety improvements will be identified and included within the MAT action plan.

At Finham Primary School, the Governing Body and the Headteacher will specifically review progress of health and safety objectives at the termly meeting of the Local Governing Body (this may be included as part of the Headteacher's report to the Governing Body). Where necessary health and safety improvements will be identified and included within the individual school action plan.

### **4.2 Accidents, assaults and incidents**

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Information Sheet (EDIS01), will be reported to the HSE within the required timescale.

All incidents will be investigated in an attempt identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Pupil forms/records are retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos).

School arrangements for dealing with fatalities, missing pupils, bomb threats and other emergencies can be found in the School Major Incident Policy and Plan.



### 4.3 Asbestos Management

The MAT complies with the HSE's approved code of practice 'The Managing and working with asbestos: Control of Asbestos Regulations 2012' (L143) and is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. Each school has a whole site asbestos management (previously Type 2) survey from which an Asbestos Management Plan (AMP) and Asbestos Register (AR) has been developed.

A minimum annual visual inspection of all identified asbestos containing materials (ACMs) is undertaken and documented. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the school's AMP. Where necessary more frequent checks of ACMs are undertaken.

Prior to any works that will or has the potential to alter the fabric of the building; a refurbishment or demolition survey will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing.

### 4.4 Control of Body Fluids e.g. Urine, Faeces, Vomit and Blood as well as infections and pandemics e.g. Norovirus, Covid19

The Headteacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn.
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
- Following an initial clean with detergent, any disinfectant such as chlorine, NaDCC granules (Sodium dichloroisocyanurate e.g. Presept, Actichlor) or liquid bleach can be used to clean and disinfect.
- The dilution of the bleach solution depends on the product being used as Chlorine contents vary; the material safety data sheet (MSDS) will be consulted along with the COSHH risk assessment. Solutions will be made up fresh as required.
- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. NaDCC granules/bleach will NOT be used, as a chemical reaction can take place which gives off a potentially harmful gas.
- Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.



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- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.
- The MAT will take additional reasonable steps to protect our staff, pupils/visitors and others from infections and pandemics, such as Norovirus and Covid-19 virus. Our approach to an outbreak will be to consistently follow government, Department of Education and Health England guidelines to protect our staff, pupils/students and the wider general public.
- We will identify what work activity or situations might cause transmission of the virus, think about who could be at risk, decide how likely it is that someone could be exposed, and act to remove the activity or situation, or if this isn't possible, control the risk.
- We will provide all necessary equipment needed for staff to work and pupils/students to learn safely and effectively.

Where necessary, such as with COVID19, the school will create a detailed risk assessment and this will be continually reviewed as requirements and circumstances change.

- Staff will be made aware of the MAT and school's infection control procedures and contents of associated risk assessments. They will receive the necessary instruction and training where necessary to help minimise the spread of infection. Staff will make sure pupils/students are made aware of the infection control procedures.
- Where vulnerable persons are identified, the relevant support will be provided, eg home learning or working from home.
- Visitors to site will be kept to a minimum and will be required to adhere to the school's infection control procedures.
- Parents will be kept informed of their child's school infection control procedures via letter, website, posters or social media.

#### **4.5 Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- senior leadership team meetings and staff meetings
- health and safety committee
- consultation with the trade union representative(s)
- provision of information relating to safe systems of work and risk assessments
- training provided
- communications with relevant specialist advisors and bodies
- Communication of health and safety bulletins or information both internally and externally generated across the MAT;

Where health and safety issues cannot be resolved at school level, they will be escalated through the management structure as appropriate.



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#### **4.6 Competencies**

The Executive Headteacher and the Headteacher will consider health and safety competencies at least on an annual basis, ensuring the MAT's health and training matrix is populated with gaps being filled in a timely manner, focussing on mandatory training as a priority.

Heads of Department, Curriculum Subject Co-ordinators, Educational Visits Co-ordinator, Team Leaders and Persons in Charge of Identified Activities and Events will be supported and advised by the Senior Leadership Team in identifying hazards and ensuring that significant findings are recorded and risk control measures are implemented. All persons asked to carry out risk assessments will be suitably competent to do so.

The MAT ensures that they have access to competent technical advice on health and safety matters to assist them in meeting their objectives

Currently the school's have a service level agreement with Billington Safety Services.

CLEAPSS is the designated health and safety adviser for science and technology. The Association for Physical Education (AfPE) is the source of health and safety advice for physical education school sport and physical activities.

#### **4.7 Provision of an effective joint consultative process**

School health and safety committees will meet at least once per term and will include representation from the school Local Governing Body. Terms of reference set out the membership of this committee to ensure representation from all relevant parties. These committees will report to the Executive Headteacher and Board of Trustees via the school governor representative, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

The committee membership will include (as a minimum) the Headteacher (or Deputy), a school governor, a member of teaching staff, a member of the support staff, a Trade Union representative where available, as well as the Site Manager or Site Services Officer. A representative of shared site users will be invited to attend.

Each member of the committee has a responsibility to cascade H&S information downwards and upwards within the organisation. A site-walk and fire drill will have been carried out as well as the statutory inspection matrix completed prior to the committee meeting so they can be discussed in the committee meeting and any resulting changes in process or good practice can be implemented in school and shared across the MAT.

The staff representative is responsible for sharing information between the H&S Committee and the School Council.



#### 4.8 Involvement of pupils

Health and safety items are discussed as an agenda item at school council meetings once per term. School council may also undertake an escorted site inspection where appropriate. The member of teaching staff which sits on the Health and Safety Committee will share information both from pupils to the committee and back.

#### 4.9 Contractor management

The MAT complies with the *Construction (Design and Management) Regulations 2015* and follows the HSE Guidance L153 “Managing Health and Safety in Construction” relating to the selection, management and control of contractors.

Each school will notify the Executive Headteacher / Business Director and where necessary, the health and safety officer / consultant, of all contracts other than routine maintenance and repairs. All construction work in a school must be managed through a MAT approved building consultant or project manager. In liaison with the consultant / project manager, the school will:

- Endeavour to select contractors that have successfully achieved accreditation with a Safety Schemes in Procurement (SSIP) member e.g. CHAS, Safecontractor, etc. or an approved equivalent.
- If a contractor that is not accredited with an SSIP member is to be used, undertake a thorough assessment of competence. NB: the MAT is aware that it is only recommended that non-SSIP accredited contractors are used in exceptional circumstance or for non-construction related projects.
- Contractors will be issued with pre-contract information relating to the school and project to be undertaken. Before work commences, documented pre-contract meetings will be held.
- Provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, agreed site compound areas and welfare provision, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.
- Before commencement of any contract work, the site manager / site services officer and/or project manager will complete a contractor induction form with each individual contractor.
- Agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.
- No construction work will be permitted to commence without a suitable health and safety construction phase plan and site specific risk assessment method statements being provided.
- The site manager / site services officer, project manager and their teams will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Headteacher.
- If the school is concerned that any works being undertaken appear to be unsafe they will request that works cease until further advice has been sought from the Project Manager or Health and Safety Consultant.



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- At the end of the works, the (Principal) Contractor will be instructed to provide the consultants / project manager and school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.
- For all construction work in school managed by the MAT approved building consultant, the MAT will be the 'client'.

#### **4.10 Control of hazardous substances**

The MAT complies with the HSE's approved code of practice '*Control of substances hazardous to health*' (L5) relating to the management and control of hazardous substances on site. Each school will ensure that:

- an inventory of all hazardous substances on site is kept and updated regularly
- wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- a COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff
- wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- where identified as part of the risk assessment, appropriate PPE will be provided to staff
- any need for exposure monitoring or health surveillance will be carried out
- sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- training records are maintained for those who receive training
- information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- only substances purchased through the schools procurement systems can be used on site
- substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored and reviewed annually, or earlier if necessary.

#### **4.11 Curriculum Policies**

Departments which involve more hazardous activities or working environment have written their department policy based on recognised guidance, such as CLEAPSS and AfPE, These department include:

- Physical Education School Sport and Physical Activity (PESSPA)
- Science
- Technology



#### 4.12 Defect reporting

Each school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported using an online / paper-based system. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

#### 4.13 Display screen equipment (DSE)

Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. The MAT will ensure the following arrangements are followed:

- Any employee that uses a computer receives information on health and safety relating to display screen equipment use.
- DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:
  - all staff that use display screen equipment as a significant part of their normal work;
  - it is essential for that staff member to use DSE for their work, and
  - those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.
- Actions identified in self-assessments are implemented.
- Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).
- Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.
- Each school ensures training records are maintained.

As required under the DSE Regulations, the MAT or school will provide and pay for an eyesight test for anyone who meets the requirements of a DSE user (under the Display Screen Equipment Regulations) if they request one. This will be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination. The MAT or school will pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. The MAT or school will not bear the costs where designer or non-DSE related coatings, etc. are selected.

#### 4.14 Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence and insurance checks are undertaken and documented.

Each school will ensure all driving activities are risk assessed and that where private vehicles are used for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.



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- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

Where schools lease and uses a minibus, they will ensure that the arrangements listed below are followed:

- The driver meets the age, licencing and experience criteria for driving minibuses as laid down in the H&S Procedures: Occupational Driving & Driving the School Minibuses.
- The driver is fit to drive the vehicle.
- The driver has undertaken the LA Defensive Driving (prior to conversion) or a MIDAS course within the last three years.
- The vehicle is taxed, has a valid MOT, is adequately insured and is in a roadworthy condition.
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections.
- The vehicle is operated under a Section 19 Permit and the permit disc is present and on display in the vehicle.
- A pre-use vehicle check is carried out and recorded for school owned, hired or leased vehicles. Any defects should be rectified. If the defect is unable to be rectified it should not be used.
- A record of the vehicle's usage is kept.
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher.
- A code of conduct indicating expectations in relation to behaviour is employed and adequate supervision of children is in place to prevent disruption to the driver.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

The MAT recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are not to be used on petrol station forecourts.

All accidents that occur whilst on school business will be reported.

Where staff are involved in an accident they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Head of School as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required



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- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire

Reference should be made to each school Minibus Policy.

#### **4.15 Electrical systems and equipment**

The MAT maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in offices and other low environments*' (INDG236), by a competent contractor with records maintained.

Formal regular workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

#### **4.16 Financial resources**

The Executive Headteacher and Business Director will review the MAT budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

#### **4.17 Fire safety**

The MAT is committed to providing a safe environment for staff, pupils/students and visitors.

Each school's Fire Risk Assessment and Fire and Emergency Plan will be reviewed annually, documents will be reviewed sooner following any significant changes to the building or room use, as part of any refurbishment / construction projects, following a fire or other emergency incident or after an unacceptable fire drill.

The procedures detailed in the Fire and Emergency Plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat it will be included in the appropriate section of the plan.

The Fire Service will be informed of the location of stored gas cylinders, radioactive sources, science laboratories, catering facilities and the plant rooms.

Appropriate instruction and training relating to fire safety, including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.



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Regular fire drills will be undertaken on at least a termly basis; drills will include before and after school activities and lunch/break periods.

Where there is a planned test of the fire alarm system or a planned drill, appropriate arrangements are in place to ensure that the fire service do not respond unnecessarily. This is normally by contacting the appropriate monitoring facility to advise of intent to activate the system. Following either a planned or unplanned evacuation of the school buildings, a de-brief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded. The fire service will be informed of all incidents of fire, even if small and extinguished.

#### **4.18 First-aid and supporting pupils' medical needs**

Each school carries out a first aid needs assessment to ensure that suitable first aid arrangements are in place and maintained for all activities. Each school ensures that:

- the number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences
- all first aiders and appointed persons hold a valid certificate of competence, the academy maintains a register of all qualified staff and will arrange re-training as necessary
- First Aid notices are clearly displayed around the premises
- sufficient numbers of suitably stocked first aid boxes are available and checked regularly to ensure they are adequately stocked
- a suitable area is available for provision of first aid
- staff are regularly informed of first aid arrangements within the school, through induction, teacher training days and the staff handbook which is issued annually
- where first aid has been administered this is recorded in the first aid treatment book
- correct reporting procedures are followed
- individual risk assessments will be carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers.
- information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency

Reference should be made to the school Medication Policy.

#### **4.19 Moving and handling**

The MAT complies with the HSE's approved code of practice '*Manual handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*).

Within each school there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues to handling desk and chairs for exams. The school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible:



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- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required

#### **4.20 Occupational health and work-related stress**

The MAT acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress.

The MAT will follow the principles of the HSE guidance "*Tackling work-related stress using the management standards approach*". The following arrangements are in place to locally manage staff health issues:

- employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

#### **4.21 Off-site visits including school-led adventure activities**

The MAT adopts the OEAPG National Guidance for the Management of Off-site visits and LOtC activities. Reference should be made to the Educational Visits Policy that details these arrangements.



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#### **4.22 Risk assessment**

The Management of Health & Safety at Work Regulations 1999 covers the outline requirements for the management of health and safety. Reference should also be made to the HSE publication HSG65 Successful Health & Safety Management.

The MAT will assess the risks to the health and safety of all staff, pupils/students and of anyone else that may be affected by the work activity. Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

Each school will ensure that all those staff members who carry out risk assessments will be competent do so and where appropriate, the specialists mentioned in paragraph **4.06** above will assist in the preparation of assessments.

Once decisions on the suitable risk controls are made, the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Headteacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff are acting in accordance with the details outlined in the written assessment.

Each school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety legislation.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Temporary workers will be given particular health and safety information to meet their special requirements. All staff have a duty to follow health and safety instructions and report any dangerous aspects.

All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person whether they are a staff member, pupil or other the following procedure will apply:

- Planned work and/or activity with the pupils that could be affected will cease; the responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- Advice will be sought by the Head of School from relevant external sources as necessary e.g. the health and safety consultant, CLEAPSS, etc.

#### **4.23 School security**

Each school has a site security policy in place; this will be reviewed and updated on a regular basis or as necessary.



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The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

Each school undertakes an annual review of security risk and undertakes regular routine security checks. Advice is obtained from the health and safety consultant on security matters and all crimes are reported to the Police. The Headteacher reports regularly to the Board of Trustees.

The Headteacher of each school is responsible for the security of the premises during the school day; in their absence another member of the senior leadership team assumes this responsibility. Day to day management of site security is delegated to the Site Manager / Site Services Officer.

Teaching and non-teaching staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The site staff are responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

As children progress through the school, they are made increasingly aware of the security procedures. They will be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

The Headteacher will be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School newsletter
- Individual letters
- School website

The MAT values co-operation from the local police and community in assisting security arrangements for its school sites and the surrounding areas. Each school communicates



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with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the Police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.

For further details, reference should be made to the school security policy.

#### **4.24 Statutory Inspections**

The MAT and individual schools have a contract in place with relevant specialist companies for statutory inspections.

Each school ensures that statutory inspections are undertaken at required intervals for all plant and equipment required.

#### **4.25 Preventing workplace harassment and violence**

The MAT is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from situation
- arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door, or use a room with two doors
- follow measures/ procedures identified in violence and assaults risk assessment
- contact emergency services, as appropriate.
- inform the Head Teacher or a member of the senior management team if confrontation has taken place

Each school will:

- ensure, if considered necessary, the Headteacher or member of the senior management team attends site on being informed of an incident
- have in place procedures for the reporting of incidents
- offer counselling/ support through an occupational health specialist
- debrief individuals following any incident
- provide training on how to manage conflict and aggression as required
- review the violence and assaults risk assessment following any incident.

#### **4.26 Water hygiene management**

The MAT will comply with the HSE approved code of practice '*Legionnaires' disease - The control of legionella bacteria in water systems*' (L8). Each school will:

- employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions



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- employ a competent external contractor to provide a suitable survey/risk assessment; with the risk assessment being reviewed at least every two years or whenever there is reason to suspect it is no longer valid
- employ a competent external contractor to undertake water sampling and routine cleaning and disinfection of water systems
- ensure regular flushing of outlets is completed by a competent individual (Site Services Team)
- employ a competent person to undertake monthly monitoring of water systems including temperature readings

#### **4.27 Working at height**

The MAT will follow the principles of the HSE guidance *'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401)* as well as *Safe use of ladders and stepladders (INDG455)*. Each school use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works and sometimes mobile tower scaffolds for more complex tasks. Each school ensures that:

- work at height is avoided whenever possible
- if it cannot be avoided, work at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe
- those undertaking work at height have received appropriate training and training records are maintained
- all access equipment (ladders, step ladders, tower scaffolds etc) is identified and inspected annually
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements
- any defective equipment is taken out of use until repaired or is replaced
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required

### **5. Monitoring and review**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the MAT Board and the Executive Headteacher on a regular basis (every two to three years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the academy will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.



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The school will use different types of systems to measure health and safety performance:

### 5.01 Active monitoring systems

The MAT recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken at each school with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep a premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the academy's defect reporting procedure.

Monitoring inspections of more hazardous departments e.g. science, technology, PESSPA, art, will be carried out by the heads of department or nominated staff.

Teaching staff complete a daily visual inspection of their area(s) and complete a Classroom Checklist on a termly basis in conjunction with the site services staff.

Site inspections will be conducted jointly with the school's health and safety representative(s) if possible.

The MAT recognises that slips and trips are the single most common cause of injuries in workplaces. Slips and trips also account for over a half of all reported injuries to the public. 95% of reportable major slips result in broken bones. The MAT has management systems in place to eliminate or minimise risks from slips and trips. This risk will also be considered during planning, construction and refurbishment or any changes of use within the buildings.

The reduction of injuries from slips and trips can only be achieved when managers, staff and students are committed to taking personal responsibility and therefore, each school will:

- Provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- Adequately control or reduce the risk of slips and trips, by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place.
- Encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
- Ensure that there is an effective response to changing conditions such as weather and the environment e.g. during construction works or refurbishment.
- Ensure that school premises are designed and maintained to minimise the risk of slips and trips.

Staff will be made aware of their responsibilities to take a proactive role in preventing slips and trips by wearing appropriate footwear and taking action to remove slip and trip hazards from their work area, for example:

- Clean up spillages, display warning signs where appropriate, reroute trailing cables etc.
- Maintain a tidy office/work area.
- Report any defects to their Line Manager or directly to the Site Manager.



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Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

Appropriate statutory inspections on premises, plant and equipment will be undertaken. Statutory compliance of school premises management will be formally monitored monthly.

Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.

### **5.02 Reactive monitoring systems**

The school will identify where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

### **5.03 Reporting and response systems**

Each school will ensure that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken. The MAT Board, school governing bodies and Senior Management will receive and consider reports on health and safety performance.

### **5.04 Investigation systems**

Each school will prioritise investigation of incidents which indicate the greatest risk and will identify both the immediate and the underlying causes of events.

The school and MAT will analyse data to identify common features or trends and initiate improvements: where cases of occupational ill-health are to be investigated where complaints relating to occupational health and safety are to be recorded and investigated where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

### **5.05 Third Party Monitoring/ Inspection**

The school will be subject to third party inspection and monitoring, as part of Ofsted requirements. There will also be periodic (every 3-5 years) audits of each school by the health and safety consultant and the MAT is aware that there may also be external audits carried out by third parties as well as inspections from Enforcing Authorities.

The MAT reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety across the trust.

## **6. Supporting health and safety procedures**

These will be produced and reviewed independently from the Health and Safety Policy document based on the needs of the school; they currently include:

- Driving and parking vehicles on site



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- Electrical power failure
- Occupational driving and minibuses
- Personal protective equipment
- Design and technology
- Physical education
- Science



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## **H&S Procedures: Driving and parking vehicles on site**

### **Introduction**

Vehicular access to the school is available to school staff, parents, visitors and contractors.

### **Staff**

Parking is provided on site. A register of staff vehicles is available from Jennie Lloyd

You must not drive your vehicle either on or off between:

8.30 – 9.15 every weekday

2.50 – 3.45 every weekday

### **Visitors**

Visitors should enter through the main school gates and park either in the front visitors' car park (disabled parking available) or alternatively the main staff car park through the main gates of school. If parents are visiting the school, they must enter and register through the main school reception which is located at the front of the school.

### **Parents drop off and pick up**

Parents/guardians are asked to park as far away from school as possible and wait at allotted space until school starts or finishes. Children who are late must come through the main reception area and be signed in.

### **Deliveries**

School deliveries must report to reception (except school catering deliveries who will deliver direct to catering).

The maximum speed limit entering the school is 5 miles per hour.

The access from the road shall be kept clear for emergency vehicles.



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### **Health and Safety Procedures: Electrical power failure**

In the event of a power failure within the school, staff to turn off as much equipment as possible that was active when the power failed, as the surge when power is regained will trip circuits.

The Operations Manager will telephone the electricity supplier to establish cause and probable length of disruption.

SLT and site services staff to meet in front office to agree course of action to be taken based on estimated length of power failure.

### **Management Considerations**

- Catering – Cut-off & Reactivate
- Heating
- Telephone incoming calls
- Fire Alarm batteries.
- Emergency Lighting batteries
- IT Systems
- Alarm Systems
- School to remain open

### **Power Resume Procedure**

Anita Malcolm to remind staff to report any electrical faults or trips to the site services staff on ext. 8314

Site services staff to reset trip switches as appropriate and check all electrical cupboards.



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## H&S Procedures: Occupational Driving & Driving the School Mini Buses

### Introduction

This document describes the procedures for the management of occupational driving and rules for drivers. ***NB: This does not include hired transport and drivers.***



## **H&S Procedures: Personal Protective Equipment (PPE)**

### **Introduction**

This document describes the procedure for the management of the risks to staff and pupils who use personal protective equipment during work or lesson activities.

### **Responsibilities**

The Headteacher will authorise payment for required PPE and provide a suitable store for PPE.

### **The Head of Department in charge of PPE will:**

- Review the job and activity risk assessments for staff and pupil activities and ensure that PPE is identified as a last resort (i.e. you have considered engineering controls and safe systems of work first).
- Take appropriate corrective actions where required.
- Carry out an assessment of the suitability and compatibility of PPE for the job, the environment and the wearer (use the personal protective equipment assessment form attached to this local arrangement for this process).
- Ensure that PPE is CE marked. (Conforms to all regulations.)
- Ensure that use of PPE does not increase other risk.
- Issue or replace appropriate PPE to staff for their individual use.
- Maintain a list of PPE provided to staff that need it which will identify the required inspection for each item.
- Ensure that PPE is in good condition and replaced/ disposed of as required.
- Provide information, instruction and training to staff when issued with PPE about the risk or risks that the PPE will avoid or limit; how to fit and use it; about the maintenance and cleaning (see PPE guidance) and record that this has been done.
- Where appropriate, and at suitable intervals, you must organise demonstrations on how to wear and use PPE correctly.
- Review the risk assessment where any incident involving PPE is reported
- For PPE provided to pupils, you must consider their health and safety, including disinfecting the equipment before reusing it.

### **School Staff who use PPE will:**

- Read any instructions provided along with the PPE (e.g. the manufacturers instruction sheet).



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- Check PPE and ensure that it is suitable for the prevailing conditions before use and use in line with information and instruction given.
- Contact their Line Manager where risks are seen to be unacceptable.
- Store PPE in the place provided or an agreed alternative.
- Clean and maintain PPE as instructed.
- Report any items of PPE which are damaged to their Line Manager.
- Label damaged items 'Not For Use' and will ensure the item is stored safely until repaired or removed from use.

#### **Teaching Staff who Issue PPE to pupils for use in lessons will:**

- Issue the correct PPE to pupils as identified in the risk assessment.
- Provide information, instruction and training to pupils when issued with PPE about the risk or risks that the PPE will avoid or limit; and how to fit and use it. Also, where appropriate, and at suitable intervals, you must organise demonstrations on how to wear and use PPE correctly.
- Supervise the wearing of PPE by pupils.
- Ensure that PPE has been disinfected, washed or wiped for aprons before issue/use by pupils.

#### **The Operations Manager will:**

- Maintain a file of completed assessments and a record of review.
- Maintain the list of PPE issued to staff.
- Arrange for the repair or replacement of the item as requested by the Headteacher or Deputy Headteacher.
- Maintain training records.

#### **'In Use' Life**

Different types of PPE are only usable for a set time. This time is sometimes in the instructions accompanying the PPE and is based on normal use.

*Please note: Dependent on the frequency of use, damage, and wear and tear of PPE, you must carry out inspections of the PPE to ensure that it is in a good condition and still provides the required level of protection. Based on this information, you should inspect the PPE you use at a set frequency.*

Where no date is given we will look at all PPE after 1 year.



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A decision will be made at that time on the condition of PPE and the need for replacement.

For example, PPE with issued expiry:

- Student Workshop aprons – up to 5 years use.
- Safety goggles – up to 3 years use.



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# **FPMAT HEALTH AND SAFETY POLICY**

## **Finham Primary School**

Written by Mark Bailie

December 2017

Revised by Mark Bailie

May 2020

Next review date

December 2022

Approved by Trustees:

Signed:

Signed:

MARK BAILIE

PETER BURNS MBE

Executive Headteacher

Chair of Board of Trustees

Date: 15<sup>th</sup> December 2020

Date: 15<sup>th</sup> December 2020