



Health and Safety Policy

GENERAL STATEMENT

The Trust Board will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and Common Law duties.

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for members of staff, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all pupils, contractors, visitors and members of the public who may visit the premises and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our organisation. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all relevant meetings and workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed:

Chair of the Trust Board

ORGANISATION AND RESPONSIBILITIES

The responsibility for health and safety rests with everyone, from the most senior person through to each member of staff. This section sets out the responsibilities under this policy.

Responsibilities of Trust Board

The Directors are responsible for health and safety matters and are responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment □ Reviewing the establishments Health and Safety Policy and performance annually □ Regularly reviewing health and safety arrangements and implementing new arrangements where necessary □ Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements □ Receiving from the Principal or other nominated member of staff reports on health and safety matters and reporting to another body as necessary, any hazards which the establishment is unable to rectify from its own budget □ Seeking specialist advice on health and safety which the establishment may not feel competent to deal with □ Promoting a positive health & safety culture and high standards of health and safety within the establishment □ Ensuring all staff are appropriately trained for their role within the Trust

Responsibilities of the Principal/Headteacher of each school:

Overall responsibility for the day to day management of health and safety in each school rests with the Principal/Headteacher.

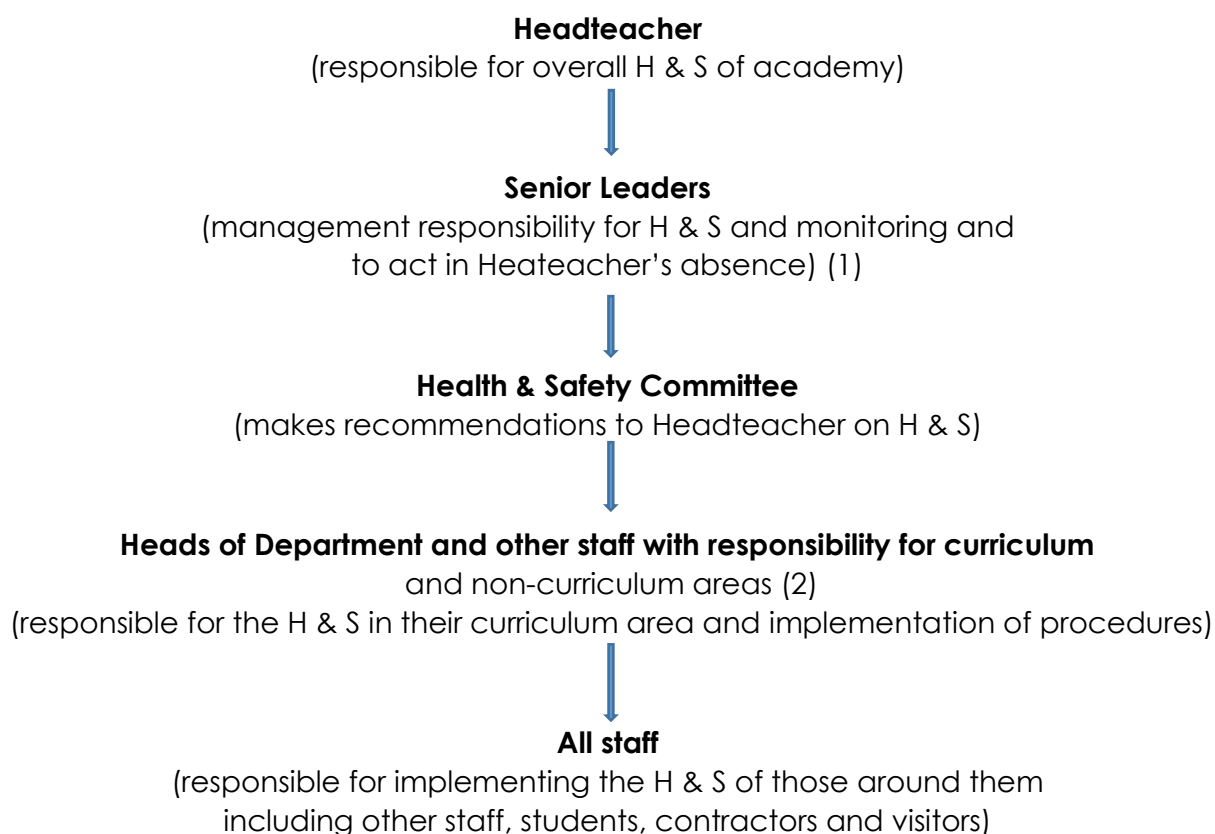
As manager of the establishment and of all the activities carried on within it, the Headteacher will advise local Governors and/or Directors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Communicating the policy to all relevant parties
- Ensuring there is an adequate system in place for undertaking risk assessments
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues
- Ensuring that the establishment has emergency procedures in place
- Ensuring there is no misuse of plant, equipment etc
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition
- The provision of appropriate health and safety information to governors
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed)
- Ensuring staff have completed the safety training appropriate to their role on an annual basis

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

Organisational responsibility for health and safety within each school is:



(1) Inspections will be organised either directly by the academy or, by agreement, centrally through Pathfinder Schools.

(2) All Heads of Department are responsible for ensuring lessons are safe for staff and students. In particular the guidelines for Science, Information Technology, Expressive Arts, Physical Education and Technology will be known and applied by all staff and equipment and substances provided will be assessed to comply with published legal standards.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the Trust's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- Maintain or have access to an up to date library of relevant published health and safety guidance from sources and ensure that all subordinate staff are aware of and make use of such guidance
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control

- Resolve health, safety and welfare problems as members of staff refer to them, or defer to the Headteacher or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the Trust have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Trust's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with management on all matters relating to health and 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 and safety concerns immediately to their line manager or the Site team
- Report immediately to their line manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
- Complete the safety training appropriate to their role in the prescribed timeframe in the Trust's policy

ARRANGEMENTS FOR HEALTH & SAFETY

1. Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999, the Trust has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the Trust's policy to ensure that no-one is put at risk from any activities under its control.

Risk assessments will be undertaken by each school for situations that may present a risk to health and safety. The main areas of risk are:

Swimming Pool	Premises	Playgrounds
Security	Sports Halls	Fire

Outdoor Climbing Frames	Disposal of Waste	All Sports and PE
COSHH	Basketball / Netball	Manual Handling
Cricket Racket Games	Contractors on Premises	Football Rugby Athletics
Power tools	Games and Sport Cross Country	Electricity
Gymnastics and Dance	Dining Areas	Gas
Group sizes in practical activities	Storage	Off-site Activities
Cleaning	Work Placements	Disposal of chemicals
General Classrooms	Kitchen	Traffic Routes
Transportation of Pupils	Food Handling	Practical classrooms and workshops
Food Preparation	Hand tools	Display Screen Equipment
Glue Guns	Fundraising	Knives and Scissors
Reprographics	Paints, solvents and glue	First Aid
Work Equipment	Design & Technology	Violence to Staff
Wood dust	Kitchen	Hot metal work in DT
Ponds	Cookers	Animals and Plants
Music and Dance	Chemical experiments in science	

The risk assessment process will be coordinated by the Head of Department/Area responsible for the activity. The findings of the risk assessments will be reported to all relevant members of staff. Action required to remove / control risks will be approved by the Senior Leaders. The Head of the respective Department/Area will be responsible for ensuring the action is implemented.

Assessments will be reviewed annually or when work activity changes, whichever is soonest.

To help reduce the risk of injury or exposure, the organisation has developed safe system of work for a variety of the hazardous tasks that are undertaken. All workers should read and follow the guidance detailed in these documents.

2. Hazardous Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the Trust has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, pesticides, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.)

Within curriculum areas (in particular Science, DT and Art), Heads of Department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

The Head of Department will be responsible for identifying all substances that need a COSHH assessment and responsible for undertaking COSHH assessments.

Senior Leaders will be responsible for ensuring that all actions identified in the assessments are implemented and will review annually or when the work activity changes, whichever is soonest.

RADIOACTIVE SOURCES - The Trust follows CLEAPSS guidance in Managing Ionising radiations and Radioactive sources. The member of staff in charge of radioactive sources (RPS) is the Head of Department for Science and is responsible for ensuring all records pertaining to radioactive sources are maintained.

3. First Aid

All schools will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

All accidents, cases of work-related ill health and dangerous occurrences are to be reported to the nominated school Health and Safety representative. Details of the incident will be recorded in the accident book.

The Health and Safety Representative is responsible for the following:

- The periodically analysing the accident book for signs of trends and is responsible for reporting such findings to the health & safety committee.
- Undertaking investigations following accidents, dangerous occurrences and work related ill health absence.
- Responsible for acting on investigation findings to prevent a recurrence
- Responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The Headteacher will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The Health and Safety Representative will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

First aid kits are to be readily available and the list of nominated persons is kept in each school/department area, in the medical room and in the staff handbook.

The Health and Safety Representative is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

Administration of medicines All medication will be administered to pupils in accordance with the DfE document "Managing Medicines in Schools and Early Years Settings"

4. Emergency Procedures

The Headteacher is responsible for ensuring the fire risk assessment is undertaken and implemented. The fire risk assessment is to be held by the Health and Safety Representative and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the induction process and staff manual. An outline of evacuation procedures are made available to all contractors / visitors and are available at the front reception. Emergency exits and fire alarm call points are clearly identified by safety signs and notices.

Emergency Procedures

Fire and emergency evacuation procedures are detailed in the staff handbook and drills will be undertaken termly and a record kept in the Fire log book. These procedures will be reviewed at least annually.

Emergency contact and key holder details are to be maintained by the Health and Safety Representative.

Fire Fighting

Ensure the alarm is raised BEFORE attempting to tackle a fire. The safe evacuation of persons 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. Only trained person may operate the portable fire fighting equipment.

Inspection/Maintenance of the Emergency Equipment & Testing Of the Fire Alarm System

Fire alarm call points are to be tested weekly in rotation by the premises staff and a record kept in the Fire log book.

Any defects on the system will be reported immediately to the Health and Safety Representative. Schools should ensure there is a fire alarm maintenance programme/contract in place and the system tested annually by them. Smoke and heat detectors are also to be tested and maintained. Inspection of Fire Fighting Equipment

All portable firefighting equipment is to have an annual maintenance service. Weekly checks are carried out by premises staff and are recorded in the fire log book. Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to the Health and Safety Representative.

Emergency Lighting Systems

These systems are to be checked monthly by premises staff and recorded in the fire log book. An inspection is carried out annually by a service contractor. Test records are to be recorded in the fire log book.

5. Work Equipment

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the organisation has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually. Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as academy equipment.

Major fixed wiring circuits are to be checked at least once every five years.

Curriculum

Heads of Department/Area are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and will require detailed attention with regards to inspection, use and repair (this list is not exhaustive)

Access equipment e.g. ladders, tower scaffold
Cleaning equipment including hand tools
Gas appliances (includes catering equipment, boilers, food tech etc.)
PE and play equipment
LEV, dust extraction /fume cupboards
Technology Equipment
Art/Design Equipment
Portable electrical equipment
Lifts/lifting equipment

6. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the Trust/schools have a duty to consult with workers either directly or through elected representatives on matters relating to health and safety.

Each school is to have a health & safety committee which is to meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward for review by the Senior Leaders and any finding reported to the Local Governing Body and if necessary, the Trust Board.

7. Information, Instruction and Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the Trust/schools to display a poster telling workers what they need to know about health and safety.

A copy of the HSE's Health and Safety Law poster is to be displayed in each school preferably in the staff room and in the Sports Centre.

8. Training and Development

The law requires the Trust to provide appropriate information, instruction and training regarding health and safety at work. This is to enable staff to work safely for the benefit of themselves and others.

Health and safety induction training will be provided and documented for all new employees.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

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

Each school is to identify a member of staff to maintain training records and is responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Trust has purchased an online safety training system which provides a wide variety of courses. This is the preferred system for all schools in the Trust. At Appendix B to this policy, is a 5 year rolling programme for safety training that is the minimum expected of all schools within the Trust.

The Headteacher is responsible for assessing the effectiveness of training received. Each member of staff is responsible for drawing their 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.

No member of staff should carry out a task that they are not competent to do, unless supervised by a suitably qualified person. Staff operating a vehicle must hold the appropriate class of licence and be specifically authorised, for that particular vehicle, by management.

If a member of staff does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to their line manager.

9. Other Significant Health & Safety related issues

Asbestos

An asbestos register must be maintained and readily available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

Each school is to have an Asbestos Authorising Officer and premises staff and other appropriate staff are to undertake appropriate training.

The Authorising Officer shall ensure:

- The asbestos log is maintained and that any changes are recorded.
- 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.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.

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 without first obtaining approval from an Asbestos Authorising Officer.

Working at Height

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable. A copy of this assessment will be provided to employees authorised to work at height.

Schools nominated person(s) responsible for work at height is usually the Health and Safety Representative and they 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 and that all access equipment is inspected and maintained
- A register of access equipment is maintained and that ladders are checked

Display Screen Equipment

All staff who use habitually use computers as a significant part of their normal work. (Significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc shall have a DSE assessment carried out by their line manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use)

Contractors 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 any movement restrictions. The Health and Safety Representative is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

Legionella

Schools are to comply with advice on the potential risks from legionella as identified in HSE guidance L8.

The Health and Safety Representative will be responsible for organising a suitable risk assessment to be carried out, a management plan put in place and the necessary tests and checks are undertaken and recorded.

Manual Handling

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques. Some specific manual handling assessments may also be required.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to the Health and Safety Representative who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable. The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

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.

Stress

The Trust are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and school management standards.

10. Montsaye Community Sports Centre

Montsaye Community Sports Centre and Montsaye Academy are synonymous in upholding their duties and responsibilities regarding the health, safety and welfare of the staff, students and visitors that use this facility.

Owing to the complex nature of this facility specific provision has been made for the health, safety and welfare of the staff, students and visitors who use it and this has been outlined in Appendix A.

11. Monitoring and Reviewing

A general workplace inspection of the site will be conducted termly and be undertaken by the Health and Safety Representative.

Monitoring inspections of individual departments will be carried out by Heads of Department/Area or nominated staff.

Inspections will be conducted jointly with the academy's health and safety representative(s) if possible.

The person(s) undertaking the inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the Health and Safety Manager.

A named governor will be involved / undertake inspections on an annual basis and report back to the full governing body meetings.

If you are unsure about any issues raised in this policy, please inform the Senior Leaders or your line manager immediately.

Do not take chances. If in doubt, ask.

Montsaye Community Sports Centre

Montsaye Community Sports Centre and Montsaye Academy will, So far as is reasonably practicable, provide information, training and supervision to all members of staff.

Training will be reviewed annually by the Management Team and provided as part of an ongoing programme of development to meet individual, corporate and statutory compliance need.

A staff induction programme is given to all new staff providing, information, instruction and training on the following.

- Employee and Employer responsibilities with regards to Health and Safety.
- Risk, Manual handling and COSHH Assessments.
- Systems of work for the setting up and taking down of sports equipment.
- Systems of work on the use of all other equipment including electrical equipment
- Normal Operating procedures
- Emergency Action Plan
- The use of Display Screen Equipment
- First Aid
- Cleaning of the Pool and changing areas
- Cleaning chemicals for other cleaning duties
- Fire Safety
- Child Protection and Safety
- Working at Height
- Accident/Incident Reporting and Sickness

A Health and Safety Law poster is on display in the Office. The poster has information regarding employer's and employee's responsibilities as well as information on reporting of incidents.

All staff are monitored by the Management team to ensure they carry out tasks as they were trained. Further training may be made available for those staff who are not following the centre's policies and procedures.

Safety Tours, Audits, Inspections and maintenance schedules are in place to ensure that so far as is reasonably practicable, Montsaye Community Sports Centre has a safe working environment and is in a safe condition and free from risks to health.

These include:

- Procedures for fault reporting and maintenance
- Safety tours and audits conducted twice per day by the Management team
- Monitoring and recording of Air Temperature, Water Temperatures and ventilation systems
- Effective monitoring and reporting of all other areas

The Montsaye Community Sports Centre business is conducted in such a way to ensure that persons not in their employment, but who may be affected thereby are not exposed to risks to their health and Safety.

Measures in place include:

- The Montsaye Community Sports Centre Quality Management System which details all policies, procedures and systems are in place for the effective operation of the business and is followed by all staff employed at Montsaye Community Sports Centre.
- Montsaye Community Sports Centre is managed by a competent team of personnel who have sufficient experience and knowledge in operating leisure and sporting facilities.
- All Staff are trained and competent to carry out tasks detailed in their job description.

Montsaye Community Sports centre purchases and only uses equipment provided by reputable suppliers that adhere to section 6 of the Health and Safety at Work act 1974.

So far as is reasonably practicable, all staff who are employed by Montsaye Community Sports Centre take reasonable care not to endanger themselves or any other person who may be affected by their work place activities.

The Management Team and staff are on site at all times during opening hours so they can monitor visitors to the site to ensure they do not interfere or misuse anything provided in the interests of Health and Safety.

Pathfinder Schools 5 Year Rolling Safety Training Programme

New employee induction

Safeguarding Children
 Data Protection
 Fire Safety The Facts Video
 Health & Safety - We are all responsible
 Manual Handling Video

Specific to role courses

These are to be added by the School Health and Safety Representative appropriate to the role of the employee.

Course	Job role	Frequency (in years)
COSHH	Cleaners	2
Accident Reporting (RIDDOR)	H&S Lead	2
Asbestos Awareness	Premises staff	3
DSE	Regular users	2
Food Hygiene	Catering staff	2
Food Allergies	Catering staff	2
Laboratory Safety	Science Technicians and teachers	3
Legionella	Premises staff	3
Lone Working	Individuals as required	Case by Case
Pregnancy	Individuals as required	Case by Case
H&S for Homeworkers	Individuals as required	Case by Case
H&S for Cleaners	Cleaners	1
Medicine Awareness	Those who administer	1

Year 1

Child Protection
Equality & Diversity
Fire Safety Interactive
Health & Wellbeing

Year 3

Safeguarding Children
Information Security
Fire Safety Interactive
Workplace Safety

Year 5

Safeguarding Children
Office Safety
Fire Safety Interactive
Equality & Diversity

Year 2

Child Protection (External Speaker)
Freedom of Information
Fire Safety The Facts Video
Slips, Trips & Falls

Year 4

Child Protection (External Speaker)
Health & Safety We Are All Responsible
Fire Safety The Facts Video
Data Protection

There are a large number of additional courses available on the Trust's online safety system which Health & Safety Representatives can add to each employee's training profile as the need dictates. Examples include:

Communication Skills	Conducting Appraisals	Energy Efficiency	Teamwork
Time Management	CDM Regulations	Electrical Safety	Fire Wardens
Infection Control	Mental Health Legislation	Norovirus	Stepladder and ladder safety
Stress Awareness	Working at Height	Accident Investigation	Environmental Awareness