An Daras Multi Academy Trust
Windmill Hill Academy
Health and Safety Policy

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: **Approved**	
Recommended	
Statutory	Yes – Annual review
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Advisory Committee	ADMAT RSS Committee ADMAT LGAB
Linked Documents and Policies	EEC Live Risk Assessments ADMAT Lettings Policy ADMAT Asbestos Management Policy ADMAT Fire Prevention and Precautions Policy ADMAT Security Policy ADMAT Volunteer Policy ADMAT On-Line Safety Policy ADMAT Lettings Policy ADMAT Legionella Policy ADMAT Child Protection and Safeguarding Policy ADMAT Scheme of Delegation ADMAT Transporting Pupils in Private Cars Policy

AfPE – Association for Physical Education
ASE – Association for Science Education
COSHH – Control of Substances Hazardous to Health
DSE – Display Screen Equipment (Computers)
H&S – Health and safety
HSE – Health & Safety Executive (enforcing body for health and safety legislation in academies.)
NAAIDT – National Association of Advisers in Design & Technology

MAT – Multi Academy Trust

An Daras Multi Academy Trust

Health and Safety Policy

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PART A - GENERAL STATEMENT

Statement of Safety Policy

For Members of the An Daras Multi Academy Trust

1. The An Daras Multi Academy Trust (ADMAT) recognises its legal and moral responsibilities to persons who may be adversely affected by the activities of academies within the trust.
2. ADMAT is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of any of its schools. ADMAT will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the any member school's activities will be identified and removed or controlled through a process of risk assessment, method statements and management.
4. All employees will be given such information, instruction and training as may be necessary to enable the safe performance of their duties. They will be expected to comply with this Health and Safety Policy. This policy will be signposted at the first staff meeting of each academic year.
5. The individual schools within ADMAT will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
6. The arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section

Signed..... Chair of Directors

Signed ..... CEO

OR

Signed ..... Date.....

Chair of the Resources, Staffing and Safeguarding Committee on behalf of that Committee following Approval of the Policy by the Committee at its meeting

Dated Sept 2019

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare within each member academy. The individuals and groups identified below are expected to have read and understood all the policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

Resources, Staffing and Safeguarding Committee:

The RSS Committee are responsible for ensuring that mechanisms and procedures are in place for health, safety and welfare within each member academy. The RSS will receive regular reports to enable them, in collaboration with the Head Teacher/Head of School, to prioritise resources for health, safety and welfare issues.

The RSS have appointed a Safety Director to receive information, monitor the implementation policies, procedures and decisions and feedback to the schools, their leaders and LGAB on health, safety and welfare issues.

This Safety Director will be responsible for ensuring that the Directors of ADMAT are regularly briefed on health, safety and welfare issues.

Executive Head Teacher/Head teacher/Head of School:

The Executive Head Teacher/Head Teacher/Head of School has responsibility for:-

- Day-to-day management of all health and safety matters in the school in accordance with the health and safety policy;
- Ensuring termly inspections and drills are carried out;
- Submitting inspection reports to governors and/or ADMAT directors;
- Ensuring action is taken on health, safety and welfare issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Regularly monitoring low level accidents recorded in the accident books;
- Identifying and facilitating staff training needs;
- Liaising with the LGAB and/or ADMAT directors on policy issues and any problems in implementing the health and safety policy;
- Co-operating with and providing necessary facilities for trades union safety representatives

PART B – ORGANISATION

DIRECTORS
(Directors are the employers in An Daras Multi Academy Trust)

The Academy Directors will ensure that:

- The CEO and/or MAT Operations Officer produces a Trust H&S policy for approval by the Resources, Staffing and Safeguarding Committee of the Directors of An Daras MAT and that this policy is regularly reviewed;
- Risk assessments of work activities are undertaken, and a written record of the assessments kept;
- Sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- Regular safety inspections are undertaken;
- A positive H&S culture is established and maintained.

EXECUTIVE HEAD TEACHER/HEAD TEACHER/HEAD OF SCHOOL
(The Executive Head Teacher/Head Teacher/Head of School is the day-to-day manager of the site and is responsible for H&S on that basis)

The Executive Head Teacher/Head Teacher/Head of School will ensure that:

- A Trust H&S policy is understood by the Directors, local governing bodies and MAT/school leaders and that the policy is regularly reviewed as necessary;
- Risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid.
- Safe systems of work' identified via risk assessment or to comply with national standards/ guidance, are monitored to ensure they are followed and effective;
- Information and advice on H&S is acted upon/circulated to staff, local governors and directors. In particular the LA H&S Manual/Guidance accessible on Cornwall LA website, so that it is available to all staff and Directors.
- A termly safety inspection is undertaken;
- An annual report is provided to the directors on health and safety;
- He/she cooperates with the council/MAT external H+S providers and MAT board in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- Staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;
- If he/she delegates H&S duties to an individual, normally referred to as the H&S Coordinator, he/she ensures that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

H&S COORDINATOR
(This is the person delegated with specific responsibilities by the CEO in respect of the management of H&S.)

The H&S Coordinator will:

- Receive all H&S information sent to the academies and disseminate the information to staff/directors as necessary;
- Advise the CEO/Executive Head Teacher's/Head Teachers and directors on action required to comply with relevant H&S legislation;
- In consultation with CEO/Executive Head teacher/directors, set timescales/ensure work is carried out to meet the requirements of H&S legislation;
- Organise and carry out the termly safety inspection work at individual schools/sites.

EMPLOYEES (ALL)

All employees must:

- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- Report immediately, or as soon as practicable, any defects noted with plant equipment machinery or the workplace generally to their line manager or other designated person;
- Not misuse anything provided for health and safety purposes;
- Report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- Cooperate with management in respect of complying with H&S requirements.

NB: An Daras Multi Academy Trust does hold insurance to cover use of private vehicles – Staff must contact the MAT Operations Officer/Team to ensure they are covered for the work undertaken. Staff should inform their own insurance company.

SITE STAFF AND CLEANERS

Have the responsibilities indicated for all employees together with those indicated in supplemental safety policies.

STUDENTS/VOLUNTEER HELPERS

Have the same duties as those indicated for employees. See ADMAT Volunteer Policy.

PUPILS
(Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour.)

Pupils are expected to:

- Comply with school rules relating to general behaviour;
- Take note of and comply with information provided for safety with regards activities undertaken;
- In cases of emergency to remain quiet, listen and obey instructions given by staff; and
- Not to misuse anything provided for H&S reasons.

PART C – ARRANGEMENTS

The following arrangements have either been established through risk assessment at MAT level or are national standards. This section of the policy is split into two parts, part one is the academy wide procedures, **general arrangements**, and part two is the more activity-based arrangements, **specific arrangements**.

GENERAL ARRANGEMENTS

1 – ACCIDENT/INCIDENT RECORDING/REPORTING

1.1 – PUPILS – All accidents to pupils involving injury are to be recorded. This will initially be by using the standard sheets in the academy **pupil accident book,** which are kept in the first aid cabinets. In addition, any reportable incident will immediately be referred to the school leadership. Reportable incidents are any fatality, any major injury, which is a break/fracture of any bone with the exception of a toe or finger and any injury where the pupil is taken direct from site to hospital, whether by ambulance, member of staff or relative. Notes must be kept of incident, timings and phone calls made.
1.2 – STAFF – All accidents to staff (including stress related issues) are to be recorded and this will be done by immediately inputting information on to the accident reporting form (held in the main office).
1.3 – VISITORS – All accidents to visitors other than pupils are to be recorded and this will be done by inputting information on to the accident reporting form.
1.4 – NEAR MISS INCIDENTS – For any near miss incident, which is an incident with the potential to have caused injury to a person or damage to property, an accident/incident form is to be completed. The form will be sent to the MAT H&S leader who will then decide if it needs to be forwarded to the Academy Senior Leadership team. This will be the case for any major structural collapse, any explosion or any fire which causes the closure of a room or more.
1.5 – BEHAVIOUR INCIDENTS – These include violence, bullying and harassment and are to be recorded by immediately inputting information into the academy behaviour reporting system and reporting to the school DSL and MAT Child Protection and Safeguarding Manager.
1.6-ACCIDENT INVESTIGATION - All incident reports will be initially reviewed by the school Executive Head Teacher/Head Teacher/Head of School in conjunction with the MAT Operations Officer who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by Executive Head Teacher/Head Teacher/Head of School/MAT Operations Officer will be reported to the CEO and the MAT Safety Director for further investigation.

All reports submitted via the On-line Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

2 – ASBESTOS

The school specific Asbestos Management Plan (AMP) is kept in the individual school office and any major work planned and any work involving access to roof voids, demolition, or drilling into ceilings/floors/walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB: All staff are advised that asbestos containing materials in school are only labelled in places where pupils do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

3 - CONTRACTORS ON SITE

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and building contractors who work on an 'as and when' basis.

3.1 – SERVICE CONTRACTORS – Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The service contract specifying what work is expected of them and what they can expect from the MAT. Their personnel will follow their own safe systems of work, but their working methods do consider how they will impact upon staff, pupils and other visitors on site. The MAT has/will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning/catering contractors they have been consulted over emergency arrangements. A copy of this policy will/has also been provided to them.

3.2 – BUILDING CONTRACTORS – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- being hit by falling objects dropped by persons working above head height;
- inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and by the effective supervision of students.

3.2.1 – SMALL SCALE BUILDING WORKS – This will include day-to-day maintenance work and all work undertaken on site **where a pre-site meeting has not taken place.**

a) All contractors must report to the school office on their arrival and under no circumstances are they to commence work until given approval to do so by the ***Executive Head teacher/Head of School and MAT Operations Officer.***

b) Before any work is commenced, it is essential that the ***Executive Headteacher/Head Teacher and MAT Operations Officer*** is made aware of:

- what work is to be undertaken,
- where the work is to be carried out,
- an indication of the likely timescale,
- what equipment is to be used,
- what services are required.

c) Before work is to commence, the contractors must be advised by the ***Executive Head teacher /Head Teacher/MAT Operations Officer.***

- where they can gain access to services,
- what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the ***playground***,
- any particular problems with the work, e.g. access may still be required to the area.

d) The contractors must be issued with a visitor pass and advised that it must be worn at all times whilst on site. The contractors must be advised who to contact on site if they have a problem.
3.2.2 – LARGE SCALE WORKS - This encompasses all work where a pre-site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work usually coming under the requirements of the Construction Design and Management Regulations and the MAT/school must exercise the duties of the Client as contained therein.
For all large scale works a pre-meeting will take place and the ***CEO/Executive Head teacher/Head Teacher or MAT Operations Officer*** will attend the meeting. This meeting will identify timescales for work, methodology (e.g. noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

4 – CONSULTATION WITH EMPLOYEES

The MAT complies with the H&S (Consultation with Employees) Regulations 1996 by:

- having H&S as a regular item on the agenda of all school and MAT staff meetings
- circulating the Trust H+S updates to all staff; and
- where appointed, consulting with the Trade Union Accredited Safety Representative(s)/representative(s) of employee safety in good time on all H&S issues.

5 – COMPETENCY

All staff appointed are considered to be competent to perform the tasks they are given. Specifically, with regards to Health and Safety competency is viewed as one of the key elements of risk management and is essential in respect of the control of dynamic work situations, e.g. teaching a class of pupils.
For each job/role basic competency requirements are included in the job description but for health and safety there is additionally a competencies list for each role which identifies what H&S Competencies are required. Staff appointed to the roles will be assesses against this list and where competency requirements are not met how the person will be made competent will be identified, e.g. work shadowing, reading up of technical manual, attendance on training course.

6 – ON-LINE SAFETY

The MAT has a separate policy for online/acceptable use -safety and a copy of this policy can be found on the individual school and MAT website. The policy indicates there is a whole trust approach to on-line safety and details the ways IT facilities can and cannot be used by the networks users.

7 – FIRST AID

The academy will try to exceed the basic recommendation for first aiders but will ensure that:
For any academy with pupils aged 5 or under:

- ✓ ***a minimum of two paediatric trained staff will be on site.***
- ✓ ***two persons who hold the appointed persons first aid certificate will be on site***

At least 2 members of staff at each school/site will hold a First Aid at Work or Emergency First Aid at work certificate for adults and/or older children.

A list of staff that hold a first aid certificate is displayed around the individual school.

7.1 - FOLLOWING ACCIDENT - In all cases where an accident involves a serious injury, e.g. broken bone, or where there is any doubt about the injury the injured person is not to be moved, unless in danger, until assessed by the first aider. The first aider will then decide what action is to be taken but where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention by dialling 999 and asking for an ambulance.** In cases involving pupils, their parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.
For cases involving injuries that are less serious but still of concern, e.g. sprains, strains, cuts etc. the parents/guardians may be contacted and advised of the situation and asked if they would like to collect their daughter/son or if happy for them to remain in school.
In other cases, e.g. where no injury is visible, the pupil will be kept under observation. If concerns increase medical attention may be obtained but in all cases the parents will be advised of the incident.

NB: In the event of a bump to the head it is essential that pupil or adult be monitored and not left alone or unsupervised as appropriate.

7.2 – RECORDING - Any accident where first aid is administered to pupils is to be recorded initially in the pupil accident book.
7.3 – FIRST AID BOXES/MATERIALS - First aid boxes are kept on site and these only contain approved materials. The boxes are available for use by all staff/adult visitors on site.
7.4 – INJURIES INVOLVING BLEEDING - Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in ***the*** first aid box.

8 – GENERAL MAINTENANCE CONTRACTS

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.
8.1 FIRE EXTINGUISHERS
Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the site staff or class teacher to ensure that they are in position and that the pins are in place including the indicator tags.
8.2 FIXED ELECTRICAL INSTALLATION
The fixed electrical installation is tested by maintenance contractors every 5 years as required by the electricity at work legislation. Following this check a certificate is issued to confirm the findings of the inspection and test.
8.3 PE EQUIPMENT - All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted the Executive Head Teacher/Head Teacher/Head of School will assess alongside the MAT Operations Officer whether the equipment can remain in use or whether it needs to be taken out of use pending repair.
On an annual basis an independent service contractor inspects the PE equipment.
8.4 PLAY EQUIPMENT - All play equipment, which includes moveable play items as well as fixed external play structures, is subject to regular visual inspection by staff, prior to use. If defects are noted, the Executive Head Teacher/Head Teacher/Head of School will assess alongside the MAT Operations Officer will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.
The fixed playground equipment is subject to a termly review of its condition and an annual check by an independent contractor.

8.5 PORTABLE ELECTRICAL EQUIPMENT - Portable electrical equipment is to be visually checked by staff before use and if any defects are noted the item is to be put out of use. In addition, the portable electrical equipment is subject to a regular check in line with guidance on the checking of electrical equipment supplemented by local experience. Currently Class 1 (Earthed) items will be tested within 14 months.

9 – INFECTIOUS DISEASES

The MAT follows the national guidance produced by the Health Protection Agency - see booklet "Guidance on Infection Control in Academies and other Child Care Setting" which is held in the school office. Supplemental information is also available in the latest "Spotty Book" or equivalent also available in the individual school office.

10 – MEDICAL NEEDS

The MAT will try to accommodate pupils with medical needs wherever practicable in line with the school Policy on Managing Medical Needs. This policy is available in the individual school office.

11 – RISK ASSESSMENTS

The MAT/school risk assessment process is ongoing. It is based on generic information, whether in the form of model risk assessment, model procedures or national standards, which are then checked to ensure they are appropriate to the school or amended to make them site specific. This information is then included within point of use texts or schemes of work, or links provided therein to relevant documentation, as appropriate. This is supplemented by dynamic risk assessment which involves competent staff in supervision and problem solving. In all cases staff, pupils and other visitors may be affected by the activity. The following information is added to expand on the above where there is specific legislation. The electronic Risk Assessment procedures are to be used by all staff if appropriate.

11.1 – COMPUTER WORKSTATION ASSESSMENTS - Any member of staff who is a 'user' as defined by the Display Screen Equipment (DSE) regulations, which lays down specific requirements for workstations incorporating computers etc., must complete a 'user audit' for the workstation(s) where they work. A 'user' being someone who is habitually employed to work on a computer and does so for more than an hour at a time more or less on a daily basis. Such staff are also entitled to a free eye test, claim forms available from main office and payment for a basic set of glasses where they are required mainly for use with DSE.
Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations.
If staff have any questions on DSE they should initially speak to their line manager.
11.2 – FIRE – A fire risk assessment for each site has been undertaken alongside external H+S specialist advisors in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in place, the measures to prevent fires starting and the measures to ensure everyone can escape from the building in the event of a fire.
Fire orders based on the outcomes have been produced and these are as displayed, whilst fire drills are carried out a minimum of four times a year at regular intervals these are recorded in writing.

NB: All staff are reminded that in the event of a fire the priority is to raise the alarm and ensure that everyone gets out of the building, fire extinguishers are provided to aid escape if required but are not otherwise intended to be used.

11.2.1 – EVACUATION & REGISTRATION PROCEDURES -

These are displayed in all classrooms and at strategic points around the site. Visitors are reminded of procedures prior to all performances.

- Contingency arrangements if a quick return to the building is prohibited
- Arrangements for contacting the emergency services
- Arrangements for evacuating disable people (each person will require a personal emergency evacuation plan(PEEP)
- Arrangements for evacuation to a location off-site
- Arrangement for other emergency evacuation such as flood, bomb threat, etc.]
- Arrangements for school lockdown have been established in line with specialist guidance to ensure the safety of users

11.3 – HAZARDOUS SUBSTANCES - The requirement to assess hazardous substances either in use or created by school operations is a requirement of the Control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g. pottery, wood etc. and biological hazards.
The school COSHH assessment is kept in the main school office and summary information is kept where substances are stored/used.
If staff have any questions on hazardous substances they should initially speak to their line manager. Paint, if provisioned/available, must be VEC.
11.4 – MANUAL HANDLING – Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10 kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation - **Can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance.**

11.4.1 – REGULAR OPERATIONS – EQUIPMENT/MATERIALS – A summary of the regular operations undertaken has been produced which indicates what the manual handling operation is, frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated. Staff who undertake a significant amount of manual handling will be provided with training whilst basic information on safe practice is available.
11.4.2 – MANUAL HANDLING – PUPILS – All pupils who may need to be lifted or supported are assessed using the manual handling assessment forms.
The need for training will form part of the risk assessment but all staff with a significant involvement will receive basic awareness training, whilst instruction will be given on how to use equipment provided for the pupils use, e.g. standing frames, wheeled chairs and hoists.
11.5 – NOISE – The noise at work legislation identifies specific noise levels at which specified action is required and also a general duty to reduce noise levels. The noise review in school or MAT Central Office has not identified any areas or activities as likely to exceed the action levels.
If staff have any questions on noise levels they should initially speak to the MAT Operations Team.
11.6 – SECURITY – The MAT Central Office site and individual school sites have been assessed and security issues are regularly reviewed. Details are contained in the Security Policy located in the main academy office.
If staff have any questions on Security they should initially speak to the MAT Operations Team.

11.7 - WATER ASSESSMENT – An assessment has been completed on the hot and cold-water systems and measures have been introduced to manage the risk of legionnaire's disease.
The MAT Central Office water assessment is kept in the main office whilst school specific are kept in each school office.
11.8 – WORKPLACE - An inspection of the workplace, buildings/grounds, has been undertaken against the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations.
The Workplace assessment is kept in the main school office
The MAT Operations Team and Local Governing Body also undertakes regular inspections, 3 times a year, to proactively identify defects with the workplace.
11.8.1-LONE WORKING - It is recognised that, from time to time, it may be necessary for academy staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or during the holiday in the MAT premises on their own.
In such circumstances the MAT will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the school and Central Offices.

NB: Any staff wishing to work outside normal academy hours must have prior agreement/permission from Executive Head teacher/Head Teacher/Head of School/MAT Operations Officer

11.9 - WORK AT HEIGHT – Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury. This will include putting up displays if not able to stand on the ground to do so, accessing high level storage if not able to reach when stood on the floor and any work where access equipment is needed, e.g. step ladder, ladders, scaffolds. Most staff will therefore undertake an element of work at height and any frequent operations and any involving use of equipment must be covered by a written work at height assessment. Within school the following written assessments are in place.
11.9.1 – REGULAR OPERATIONS – A summary of the regular operations undertaken has been produced which indicates what the work at height is, the frequency with which it is carried out and whether viewed as a high, medium or low risk. All staff must make themselves aware of this list and follow the procedures indicated.
11.9.2 – SPECIALIST OPERATIONS – These are where specific high-level access equipment is to be used and where additional information will be required. This will include use of access scaffolding and any specialist ladders.

12 – SAFEGUARDING

The MAT has a separate policy dealing with the safeguarding of children and young people and a designated officer has been appointed within each school alongside a MAT Child Protection and Safeguarding Manager. All staff need to be aware of the policy, a copy of which is kept in the MAT and school office, on MAT and school websites. Staff also need to be aware of the leaflet 'Safeguarding Guidance for Staff Working with Children and Young People' and the latest version of "Keeping Children Safe in Education".

13 – EDUCATIONAL TRIPS

Educational trips must be planned by the trip leader in detail. Risk assessments must be carried out by the trip leader using the online risk assessment tool. Risk assessments need to be shared with adults and pupils before the trip date. All trip documentation needs to be passed to the Executive

Head Teacher/Head Teacher at least two weeks before the proposed date of the trip. Residential trips or some outdoor education activities may require further LA specialist expertise permissions which need earlier submission of risk assessment details prior to the trip. Executive Head Teachers/Head Teachers will need to submit details in line with this requirement and must not allow trips to go ahead without this external verification.

14 –TRANSPORT

The MAT has a Transporting Pupils in Private Cars Policy which must be followed at all times. See the Policy for full information.

15 – WELLBEING

The wellbeing of staff is seen as an integral part of the MAT and schools H&S responsibilities. The MAT Board and CEO/Executive Head Teachers have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the CEO/Executive Head Teacher/Head of School or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the MAT absence policy

The MAT Board of Directors endorses the principals set out in the HSE's Management Standards as a framework to support staff wellbeing

16 – ARRANGEMENTS FOR THE SUPERVISION OF PUPILS

Opening Times

All MAT schools have their opening times listed on the individual school websites

Supervision arrangements

Responsibility for before school, playtime, and lunchtime and after school arrangements are delegated to the Executive Head Teacher/Head Teacher/Head of School. They can provide specific arrangements on request. These are all subject to appropriate safety requirements and risk assessments being completed annually.

Lettings

Unless specifically agreed in the Letting Agreement the MAT does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

SPECIFIC ARRANGEMENTS

1 - ART

The hazards associated with this practice are the creation of dust and damage to clothing. The hazards associated with substances are addressed by only using water-based paint/glue.

NB: <u>Wallpaper paste containing fungicide is not to be used in the MAT.</u>

1.1 - PRECAUTIONS/PRACTICE - The risks associated with damage to clothing and dust creation are managed by ensuring:

- only small quantities of powder paints are to be mixed at one time;
- that tables are covered with clean newspaper to protect the surfaces and ease cleaning;
- that cleanable aprons are worn by pupils involved in painting;
- that paint pallets and brushes are washed up/out after use.

2 - FOOD ACTIVITIES

The following hazards have been identified with this activity:

- burns, scalds etc. from use of hot water/oven/dishes/food;
- electric shock relating to the use of electric equipment;
- fire associated with burning food or faulty equipment;
- cross contamination of food leading to food poisoning;
- slips trips or falls due to spillages/obstructions on floors/uneven surfaces;
- cuts through use of knives and other equipment, i.e. graters.

These are controlled by the following.

2.1 - LOCATION - The risks associated with slips trips and falls are managed by ensuring that:

- the oven is positioned/used where pupils and staff do not have to pass close by it. (This will either be in a designated work area or by positioning the mobile unit away from walkways.);
- the tables on which food is to be prepared are positioned to allow easy access around them;
- the floor area where food activities are undertaken is level, easily cleanable and is kept free from obstructions;
- any spillages that occur are to be wiped up immediately. Pupils have been advised accordingly and will/can assist in mopping them up.

2.2 – EQUIPMENT - The risks associated with electric shock and cuts, associated with use of knives and other equipment, are managed by ensuring that:

- a visual inspection of all electrical equipment is carried out by staff prior to use. This includes mixers, kettles, ovens, microwaves etc. All portable electrical equipment is also subject to an annual portable appliance test;
- equipment is used in line with manufacturers' instructions and/or training received;
- the prohibition on pupils using metal graters, portable electrical equipment and, dependant on age, sharp knives is enforced;
- all equipment provided for food activities is kept in good condition and only used for food activities.

2.3 – HYGIENE - The risks associated with cross contamination are managed by ensuring;

- everyone, the adults in charge, helpers and pupils, wash their hands before and after handling food. Hands must also be washed after going to the toilet and prior to return if anyone leaves the room/area;
- the table/(s) on which food is prepared are cleaned prior to and after use or that the table is covered with a cleanable cover that is cleaned prior to and after use;

- staff and pupils wear the protective clothing provided and that the protective clothing is only used for food activities. All staff/pupils wear aprons and use oven gloves when handling hot dishes

2.4 - EMERGENCY PROVISION - The following arrangements have been made to deal with emergency situations:

- a suitably stocked first aid box is kept in the area of the cooking unit.
- a fire blanket and carbon dioxide fire extinguisher is kept close to the cooking unit. The fire blanket is used for smothering fires, i.e. burning pans or if clothing is set alight.
- The carbon dioxide extinguisher is safe for use with electrical equipment.

NB: If a carbon dioxide extinguisher is used the room is to be evacuated.

3 - POTTERY

The hazards associated with the practice include:

- cross contamination of surfaces;
- inhalation of dust;
- damage to clothing;
- burns associated with use of kiln.

These are controlled by the following:

3.1 - CLAY - The risks associated with creation of dust and cross contamination will partly be managed by ensuring that:

- only premixed clay is used by pupils and that the clay is to be cut into workable sizes;
- desks are protected from staining by covering with clean newspaper. Newspaper is to be disposed of at the end of the lesson;
- spillages of clay are cleared up immediately using wet mopping or sponging techniques.

NB: Brushing of dried clay is prohibited;

- only pre-mixed 'paint on' glazes are used and ONLY by pupils in Key Stage 2, following individual risk assessment. The risk assessment needs to identify if the pupils are capable of understanding the risks associated with the use of the glazes, whether restrictions are required on the numbers using the glazes at one time and what supervision is felt to be appropriate.

3.2 - KILN - There are no Kiln currently on the school sites

3.3 - PERSONAL PROTECTIVE EQUIPMENT - The risks associated with damage to clothing are managed by ensuring that:

- all staff and pupils working with clay wear the aprons provided.

3.4 – HOUSEKEEPING - The risks associated with the creation of dust will partly be managed by ensuring that:

- all staff and pupils wash hands and the equipment used with clay regularly and at the end of lesson.

4 - SCIENCE

The MAT schools follow the guidance for safe practice in science as given in 'Be Safe' produced by the ASE and endorsed as a standard by the Council. The hazards associated with Science are controlled by following the guidance contained therein. CLEAPSS for Primary Schools is also used for information.

5 - SPORT/PE

The MAT schools follow the guidelines contained in 'Safe Practice in Physical Education' produced by AfPE and endorsed as a standard by the Council. The main risks associated with this activity relate to personal injury as a result of falls, collisions and being hit by objects. These risks are controlled by following the practices indicated in the above standard.
The general requirements are as follow:

- before any lesson pupils will change into appropriate clothing/footwear and remove any jewellery.
- staff will remove jewellery and change into appropriate footwear;

NB: It is acceptable for staff to wear watches where necessary to time lessons.

- pupils assisting in setting out apparatus will be shown correct methods for lifting/moving equipment and the teacher in charge will check equipment prior to its use to ensure correct position/fitment;
- staff must undertake a manual handling assessment on behalf of the pupils, i.e. ask themselves - Can the pupils move the objects where they have been asked to safely and without risks to their health? before allowing them to undertake any manual handling task. In particular staff will ensure that where two or more pupils assist with a task the pupils are roughly similar in stature so that one individual does not carry a disproportionate part of a load;
- mats are only to be positioned to identify landing areas or routes to be taken. They are not to be used to try and soften impacts from falls;
- staff are only to use equipment they are familiar with.

NB: For specific activities the safety requirements are as contained in the Book 'Safe Practice in PE', which is kept by the PE Leader

6 - SWIMMING ARRANGEMENTS

(The arrangements will depend on whether swimming takes place on site or at a Public Pool.)

The hazards associated with this practice are the potential for drowning and slips/falls associated with wet surrounds to pools. These are controlled by following the specific arrangements specified in the schools individual arrangements.

7 -TECHNOLOGY

The MAT schools follow the guidance for safe practice in technology contained in 'Make it Safe' produced by the NAAIDT and endorsed as a standard by the Council. The hazards associated with this activity include:

- exposure to hazardous substances, e.g. glues/dusts;
- damage to clothing;
- personal injury, e.g. eye injury due to flying particles when materials being worked and cuts relating to use of equipment.

These are controlled by:
7.1 – LOCATION - Risks associated with personal injury are partly managed by ensuring that:

- work is only to be undertaken on suitable surfaces. Suitable surfaces are those that are large enough to accommodate the work, and which are flat and stable.

7.2 - PERSONAL PROTECTIVE EQUIPMENT (PPE)- Risks associated with damage to clothes and partly those associated with personal injury are partly managed by ensuring that:

- where appropriate, staff/pupils wear personal protective equipment in the form of aprons and goggles/spectacles;
- personal protective equipment is stored to minimise damage and ensure easy availability. Aprons are to be hung up and goggles/spectacles stored in cloth pockets.

7.3 – EQUIPMENT - Risks associated with Personal Injury are partly managed by ensuring that:

- equipment is kept clean and stored so as to minimise damage/help pupils to find the correct tool. (Shadow boards or tool racks)

7.4 - HAZARDOUS SUBSTANCES - Risks associated with hazardous substances have been addressed as part of the school COSHH assessment. (See 11.3 above) CLEAPSS is also used for information.

Appendix 1

Responsibilities and names

Health & Safety Lead for MAT (Operations Officer)
Samantha Cardew

MAT Child Protection and Safeguarding Manager
Claire Paul

School/Site Health & Safety Lead
Jo-Anne Callow

Union(s) Representative
Debbie Bartlett

First Aiders
Helen Rutherford (paediatric)
Angela Mason (paediatric)
Abby Bassett (paediatric)

Maria Haisman
Sandra Pollard
Nicky Osborne
Sharon Shelldrake
Sherille Paterson

Team Teach Trained
Sarah Jones
Jo Charrett-Dykes
Angela Mason
Maria Haisman
Sharon Shelldrake