



The
Maltby Learning Trust



Maltby
Manor Academy

Maltby Manor Academy Health and Safety Policy

Date Last Reviewed:	May 2021
Reviewed by:	Premises and Facilities Manager
Approved by:	Chief Executive Officer

Maltby Learning Trust

1. INTENT

1.1 Introduction

In line with the Maltby Learning Trust Health and Safety Policy, the Academy places high importance in the responsibilities under the Health & Safety at Work Act 1974 and the Management at Work Regulations 1999, to provide a safe and healthy working and learning environment for all employees, students, visitors and contractors.

The Academy will take all reasonable and practicable steps to provide and maintain conditions which are safe, healthy and comply with all statutory requirements and codes of practice and will pay particular attention to:

- The provision and maintenance of a safe place of work, with safe systems, equipment and environment in which to work and study.
- Providing suitable and sufficient information, instruction, training and supervision to ensure all members of staff are aware of their responsibilities.
- Promoting awareness and understanding of health and safety and nurture a positive health and safety culture.
- Taking positive action to prevent and protect individuals by conducting regular audits, assessments, maintenance and inspections.
- Providing a robust health and safety organisational structure to implement and maintain the highest standard of health and safety policies, procedures and guidance.

1.2 Purpose

The policy sets out the Academy's intent and commitment to Health and Safety, with an organisational structure to implement the necessary arrangements to maintaining a safe environment for all employees, students, visitors and contractors.

1.3 Scope

The Academy Health and Safety Policy expects all employees take reasonable care for their own health and safety and others that can be affected by their acts or omissions. Equally, they have a legal and moral obligation to cooperate with all procedures, equipment and guidance that is provided for their safety and that of others.

All visitors and contractors are equally bound by this policy and must be capable of demonstrating their compliance with the Academy's desire to provide a safe and secure environment for its employees and students.

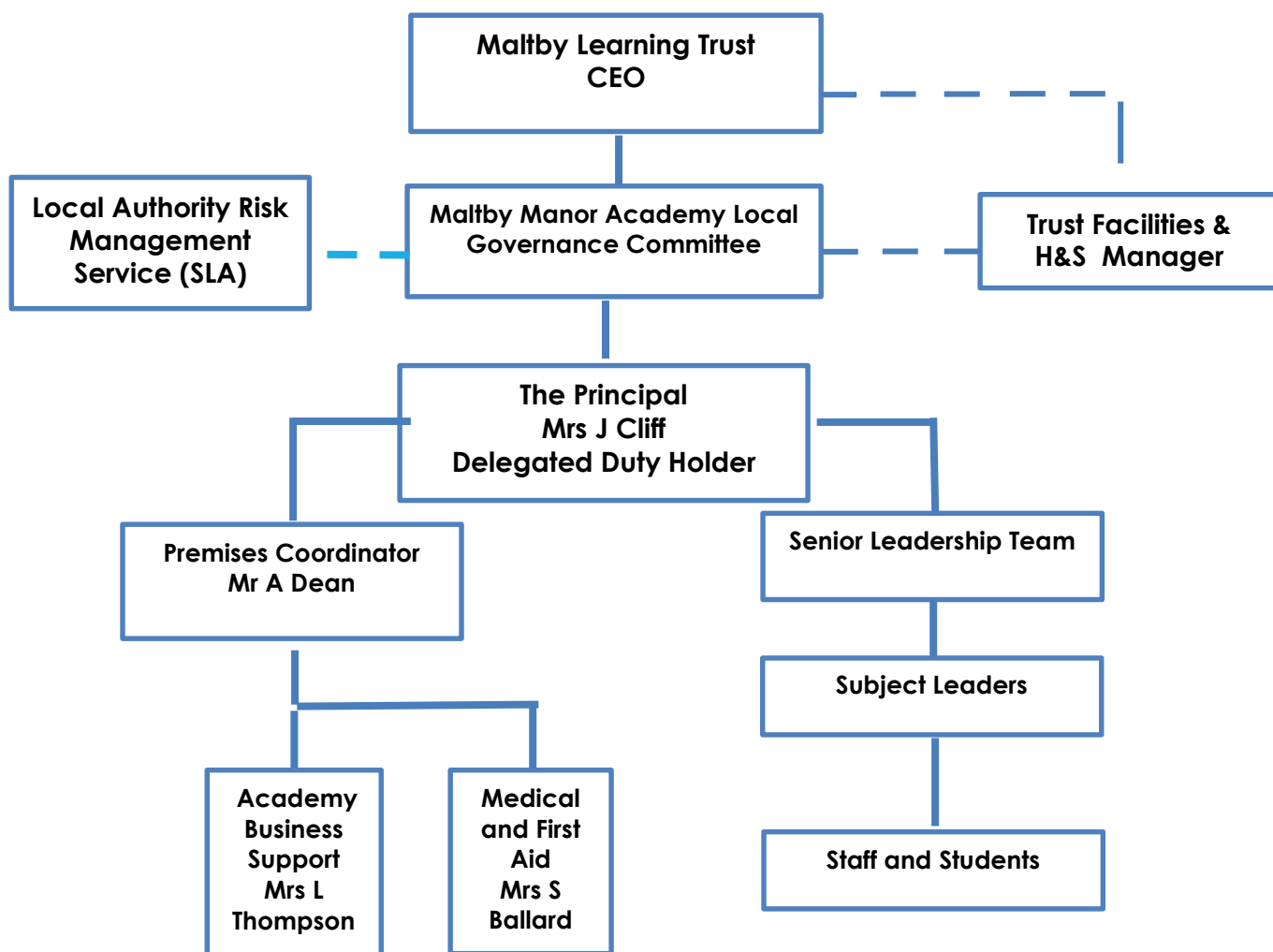
2. ORGANISATION

2.1 Responsibilities/Duties of the Academy's Health and Safety Organisation

Although health and safety within the Academy is a collective responsibility, this policy recognises the responsibility that effective and efficient management has towards

achieving the Academy's safety objectives and the requirements set out in the Trust Health and Safety Policy.

The Academy's Safety Organisation consists of those individuals who promote the high standards expected to comply with the Health and Safety at Work Act 1974 and other associated regulations.



2.1a The Academy Health and Safety Organisational Chart

2.2 The Academy Local Governance Committee

The Academy Local Governance Committee is to ensure adherence to the Trust's Health and Safety Policy and any recommended procedures and standards and will:

- Regularly review the policy.
- Monitor, review and evaluate the Academy's Health and Safety performance.
- Identify appropriate resources within the Academy's budget to meet statutory compliance under the Health and Safety at Work Act 1974 and associated regulations.

- Act on the advice of Specialist Contractors, Local Authority Risk Management service, Trust Facilities Manager and guidance from the Department for Education (DfE).
- Promote a positive health and safety culture and nurture high standards across the Academy.
- Include health and safety as an agenda point in all Local Governance Committee meetings and if appropriate, form a separate health and safety sub committee.

2.3 The Principal

The Principal has responsibility to implement this policy in line the Trust Health and Safety Policy and associated guidance and review as necessary at suitable intervals.

The Principal's main functions are:

- Overall management of all health and safety matters within the Academy
- Ensuring risks are assessed and so far as reasonably practicable, all necessary controls measures are instigated, communicated and reviewed.
- Liaising with the Academy Governors on policy and safety issues and ensuring action is taken when suitably recommended.
- Communication of information received on health and safety matters to appropriate people.
- Management of investigations after accidents, incidents and near misses.
- Ensuring all employees receive the necessary information, instruction, training and supervision to conduct their roles and responsibilities. This is especially important on emergency procedures relating to fire and security incidents.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Identifying those individuals who require additional protection due to disability, age or declaration that they are new or expectant mothers.
- Ensuring appropriate health and safety inspections are regularly performed.
- Consider and act on the advice of the Trust Facilities Manager.
- Seek advice and support from the Local Authority Risk Management service team for matters relating to accident reporting and risk assessment.
- **PFI only** – To raise any concerns to non-compliance of contractual responsibilities in relation to facilities management (via the PFI) with Trust Facilities Manager and Transform Schools/Vinci Facilities Management.

2.4 Trust Facilities Manager

The Trust has appointed (in addition to the service level agreement with the Local Authority) a Facilities Manager to provide guidance and assistance to all Academies. The Trust Facilities Manager is qualified to provide legal and best practice advice and to support premises / site managers across the Trust Academies. Duties include:

- Assistance in the compliance of the arrangements set out in this policy.
- Providing assistance on investigations of serious accidents or incidents.
- Review of policies and procedures.

- Coordination of training provided by the Trust.
- Conduct regular reviews, audits and inspections in line with their allocated responsibilities as detailed in the organisational chart.
- Provide reports, advice and recommendations to the Trust Board.
- **PFI** only - Conduct QA inspections on PFI compliance records (twice per annum) and report any concerns to the Executive Director and Transform Schools/Engie.

Addendum: PFI Contractor

- Contractually responsible for all aspects of premises management (for example security, grounds maintenance and cleaning).
- Contractually responsible for all statutory compliance, PPM (for example electrical testing, legionella) and reactive maintenance.
- Contractually responsible for sourcing and monitoring quality of building works
- Provide assistance to Academy staff in planning scheduled fire evacuation and lock down drills.
- Maintain records legally required for inspection (such as asbestos plans) and to support academy staff in providing such records as may be requested by statutory bodies (such as Ofsted, Environmental Health Officers)

2.5 All Employees

All employees of the Academy have a responsibility to take due care of their own health and safety and that of others who may be affected by their actions. They equally have a duty to:

- Cooperate with the Academy to enable it to meet its responsibilities for health and safety.
- Use equipment provided in a safe manner and in accordance with the manufacturer's instructions, guidance and correct operating procedures.
- Report accidents, incidents and near misses and participate where requested in the investigation of such an occurrence.
- Immediately report concerns on issues that could affect the health and safety of any staff.

2.6 Visitors and Contractors

The Academy recognises its responsibility to the safety of both visitors and contractors. Visitors must be escorted at all times and must not be placed at risk when conducting their business in any of the Academy locations. The Academy will implement and adhere to the Trust's Contractors at Work Policy to ensure contractors understand the hazards in each location, know the site emergency procedures; have safe and auditable working procedures and do not place themselves or any member of the Academy at harm.

3.1 Training

The Academy recognises that safety training is an integral and important part of its overall safety policy. Coordinated training will be provided by the Trust to facilitate the requirements of the arrangements of this policy and continued development of Academy employees. Induction training will be conducted as early as practicable for all new staff, but staff will be informed immediately of the action to take in the event of an emergency and where to find relevant policies in the short term, this is the responsibility of the departmental Line Manager until a full H&S induction (as part of probation) has taken place. A list and frequency of training is included in Appendix B to this policy.

3.2 Consultation

Employee consultation will be achieved through regular Health and Safety Committee meetings, with the opportunity for the inclusion of Union representation. The Academy will include health and safety in all team meetings, briefings and training days. Employees and students are encouraged to discuss safety concerns; report accidents and near misses and are invited to contribute to a positive health and safety culture.

3.3 Risk Assessment

The Management of Health and Safety at Work Regulations (1999) requires employers to assess the risks to employees and anyone else who might be affected by their undertaking. The purpose is to identify systems, procedures and equipment that could be a hazard to individuals and reduce the potential risk of harm as far as reasonably practicable. Trust Academies should use the support of the local authority risk management service when undertaking risk assessment. Assessments will be conducted by suitably competent individuals aware of the processes involved. Assessments are to be recorded using the Trusts' Risk Assessment Template at Appendix C, with a register maintained to ensure all significant and foreseeable risks have been assessed. Implemented control measures will be regularly reviewed to ensure they are still relevant and sufficient (i.e. yearly or post-accident, incident, near miss or change in procedure or process).

The Academy will conduct specific risk assessments for individuals who require special consideration as a result of their condition or disability. Equally, assessments must be conducted for all educational visits in line with the Academy's policy.

3.4 Lone Working

The Academy acknowledges that there will be times when staff have to work alone. A specific risk assessment will be conducted for each member of staff that could be placed at risk from working alone if they are unaccompanied out of hours or work in an isolated area. The member of staff will be consulted on the findings of the assessment and be informed of the control measures and emergency procedures that are to be implemented.

3.5 Fire

The Academy will implement preventative measures against fire to reduce the likelihood of fires occurring, e.g. restrictions on smoking, special precautions concerning flammable liquids and gases and maintenance of electrical appliances. To this end a no-smoking policy is in operation across the Academy.

In line with the Regulatory Reform (Fire Safety) Order 2005, the Academy will:

- Ensure physical measures including fire doors, smoke detectors, alarm systems and firefighting equipment are inspected and tested at the required intervals. **PFI Only** – In PFI Academies, this will be the contractual responsibility of the PFI provider.
- All detection equipment will be tested by a competent contractor every 6 months, with fire extinguishers being checked and maintained every 12 months. Appointed Academy staff or PFI appointed contractors in PFI Academies are to conduct regular checks of systems and equipment and report faults immediately. Records of checks are to be retained for further audit.
- Detailed information about fire evacuation procedures will be provided to regular and temporary members of staff & visitors. Details about fire evacuation will be displayed across the Academy. All staff are to familiarise themselves with such details and establish the quickest route for the rooms that they use.
- Evacuation procedures will be practiced every Academy term, with records being maintained to highlight lessons learned and recommendations for improvement.
- Fire evacuation procedures will be displayed on visitor lanyards or issued to visitors when they sign into the Academy.

3.6 Accidents, Incidents and Near Misses

The Academy has a robust procedure for the reporting of accidents, incidents and near misses. Accidents or injuries to any person, including contractors and visitors, should be reported immediately in accordance with the Academy policy for accidents, incidents and near misses. Information gathering at the earliest opportunity is important to ensure all the facts are captured and additionally assist in improving procedures and control measures. Records must be securely retained for at least 3 years. The local authority will report accidents that are reportable under RIDDOR however, all major injuries to employees and hospital attendance by members of the public as a result of an accident, also require immediate telephone notification to the Trust's Facilities Manager, who will assist in the investigation process.

3.7 First Aid

The Health and Safety (First Aid) Regulations 1981 sets out the essential aspects of first aid that employers have to address. The Academy has a legal duty to make sufficient and suitable arrangements to ensure that employees and students receive immediate attention if they are injured or taken ill. Sufficient First Aiders will be trained to immediately deal with incidents, with procedures in place to contact the Emergency Services (ambulance) if required.

The training of First Aiders will be conducted by assessing the risk and need across the Academy to ensure sufficient trained individuals are always available. A list of trained individuals will be displayed in prominent areas across the Academy. First-aid boxes are to be regularly checked and replenished as necessary.

3.8 Electrical Safety

The Electricity at work Regulations 1989 categorises electricity in the workplace in two ways.

- a. **Fixed electrical systems** - those that are embedded into the structure of the building and provide power to portable or permanently sited equipment. The Academy will ensure the electrical systems are tested every 5 years by a qualified electrician, with test certificates being received stating that the circuits are safe to use. **PFI Only** – This testing is the contractual responsibility of the PFI facilities management company.
- b. **Portable appliances** - those that are plugged or wired into the fixed electrical system and are subject to regular inspections. The inspection intervals vary dependant on the equipment and its use. Testing and inspection must be conducted by a qualified and competent person. All equipment will be checked on a regular basis by all members of the Academy to check that their electrical appliances are not damaged and that there are no obvious signs of misuse such as damaged or discoloured plug tops and worn cables. Records are to be maintained detailing the frequency and checks conducted on each item.

3.9 Gas Safety

The Academy will comply with the Gas Safe (Installation and Use Regulations) 1998 to ensure that any gas appliance and associated pipework and installation is maintained in a safe condition. Suitably appointed and qualified contractors will be appointed to conduct gas checks at regular intervals. Records are to be retained by the Site Manager. Staff are encouraged to report the smell of gas or faults to the Site Manager or the on duty Caretaker.

3.10 Asbestos

Historically, Asbestos was frequently used as a building material and it is common place in the construction of public buildings that were built before the year 2000. The Control of Asbestos Regulations 2012, places a legal duty on all employers to manage Asbestos in those buildings where Asbestos Containing Materials (ACMs) may be present. This involves conducting surveys to identify all ACMs; manage and consult all individuals who may come into contact with an ACM and conduct awareness training where applicable.

The Academy, acknowledges the health risk to all staff, students, visitors and contractors and will strictly control any activity that could result in a disturbance of an ACM. The Principal is the duty holder for Asbestos management and will ensure that:

- a) An Asbestos survey is conducted at suitable intervals to initially establish the hazards that are present and then continue to monitor the condition across the buildings.

- b) An Asbestos Management Plan is in place and regular reviews are made to control or remove known ACMs.
- c) A survey is conducted prior to any significant refurbishment or demolition work.
- d) Staff are effectively briefed on the hazards and location of any ACM. Equally, staff should be made aware of the procedures to be adopted in the result of an ACM disturbance and be encouraged to report any possible breach in the restrictions placed on the Academy.

In the event that an ACM is disturbed, The Trust Facilities Manager must be immediately informed and specialist advice will be sought. The incident will be controlled by restricting access.

3.11 Legionella

Legionnaires disease is a pneumonia infection of the lungs and is contracted by inhaling water droplets contaminated with the legionella bacteria. It can be found within public buildings in water tanks, cooling towers and air conditioning vents. For this reason, systems will be checked on a regular basis. The Academy will ensure a Legionella Risk Assessment is conducted every two years to identify potential hazards. The Site Manager/PFI Facilities Management Company will ensure that routine checks are conducted to identify possible infections and recorded in the Legionella file. Suitably qualified contractors will be commissioned to clean and maintain the equipment and establish registers for future audit. Quality assurance of this process will be undertaken by the Trust Facilities Manager as part of annual compliance checks.

3.12 Lifting Operations and Lifting Equipment Regulations (LOLER)

LOLER applies to all lifting equipment and lifting operations. This includes equipment used to lift items to a different height to ease manual handling or passenger lifts from one floor to another. Each have their own differences, but both place a duty on the employer to test and inspect items at certain intervals and frequencies. Both operations can fail due to a lack of maintenance and equally both can be dangerous if used incorrectly. The Academy will identify all lifting operations; conduct specific risk assessments and put in place suitable and sufficient maintenance and testing procedures.

3.13 Control of Substances Hazardous to Health (COSHH) 2002

The Control of Substances Hazardous to Health Regulations 2002, often known as the "COSHH" Regulations, requires the Academy to ensure that substances which can harm employees and others are stored, moved and used or handled in a manner which is safe and without risk to anyone's health. The Academy will comply by:

- Identifying hazardous substances and assessing the nature of their hazards and the associated likelihood and severity of harm.
- Providing suitable precautions to protect persons against the hazards.
- Giving adequate written and verbal information about the hazardous substances to all persons who may be harmed by them. Guidance should be sought from the Safety Data Sheet provided with the substance and a COSHH assessment produced when necessary.

- Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

In some cases exposure to hazardous substances is controlled by means of appliances such as fume cupboards and dust extraction equipment. As required by the regulations, such appliances will be tested and examined at the required intervals.

3.14 Display Screen Equipment Regulations 1992

Under the Health and Safety Display Screen Equipment Regulations 1992 the Academy has obligations to all employees who regularly use visual display units (VDU's). This includes assessing each VDU and its associated equipment and furniture to ensure that they meet the standards specified by the Regulations. These include matters such as control over glare and reflection and adjustability of seating in order to avoid postural and other health problems that can be caused by VDU work. Although the Regulations do not strictly apply to students, the Academy will aim as far as reasonably practicable to provide students who use VDU's with facilities of a standard that match those specified by the Regulations in the interests of education and good practice.

3.15 Manual Handling

There will be occasions where items/equipment has to be moved. Where this is a regular occurrence, risk assessments must be conducted in accordance with the Manual Handling Operations Regulations 1992. This will highlight correct procedures; set in place control measures and additionally identify manual handling equipment that will negate lifting. Training must be provided to all individuals who could be at risk.

3.16 Working at Height

The Academy recognises and accepts its responsibilities under the Working at Height Regulations 2005. It is common place in all Academies for maintenance to be conducted at height within either classrooms or externally around the buildings. Working at height is classified by a height at which a person could fall and injure themselves. Sufficient information and training will be given to those who must work at height and minimise the risk where possible by eliminating the necessity or providing equipment that will reduce the height of the fall. Those working at height must:

- Plan and organise the work, using only tested and suitable equipment.
- Be supervised to ensure ladders are footed and secure.
- Conduct work in a manner that is safe, so far is reasonably practicable and avoid fragile roof coverings where possible.
- Know the emergency and first aid procedures in the case of an incident.
- Conduct work when weather conditions do not jeopardise the health and safety of persons involved in the work.

3.17 Provision and Use of Work Equipment Regulations (PUWER) 1998

The Provision and Use of Work Equipment Regulations (PUWER) 1998 places a duty on employers and employees to ensure that equipment used at work is designed, purchased and maintained correctly so as to not produce a safety issue when used, serviced or cleaned. This regulation relates to equipment being constructed with safe operation in mind (guards on machines); staff trained to use equipment correctly and safe systems of work put in place to prevent incident or injury.

Only equipment purchased from reliable sources and CE marked are to be used in the Academy. All employees are to ensure that they use the equipment for its intended purpose and do not use items that are deemed unserviceable or unsafe. Equally, employees are discouraged from using equipment from home, as this may not satisfy the safety standards required.

3.18 Contractors

The Academy will fully comply with the Trust's Contractors at Work Policy. Contractors will have their own inherent hazards and risks which may not have been considered by those responsible for Health and Safety. This policy has been designed to bring PFI Facilities Management (if applicable), Academy and Contractors together to ensure a safe working and learning environment is maintained. Communication and consultation will ensure all hazards have been identified; risk assessments and method statements (RAMS) have been shared and agreed and concerns are identified at the earliest possible stage. Equally, the Academy policies; Asbestos information and specific procedures must also be shared to ensure the contractor is aware of any restrictions or limitations. Whilst on site, contractors are to be controlled at all times and separated from students and other employees if possible. Where necessary, contractors may have to be DBS checked to conduct their roles.

3.19 Personal Protective Equipment (PPE)

The Academy recognises the requirement for the use of PPE as a result of a risk assessment. Necessary equipment will be provided to all individuals where control measures stipulate its use. Employees must maintain, store and use PPE responsibly and for the purpose that it has been designed.

3.20 Monitoring, Audit and Review

A continuous monitoring, audit and review process will be instigated to ensure the Academy is positively striving towards compliance and promotion of a safe and healthy environment for all employees, students, visitors and contractors. The Trust Facilities Manager will assist the Principal in undertaking regular inspections on a termly basis, with Governors conducting audits throughout the year. Additionally, this policy will be reviewed annually.

4. APPENDIX A – HEALTH AND SAFETY POLICIES AND ASSOCIATED DOCUMENTS

You are required to have the following policy and procedural documents in place in the Academy.

- Lone Workers Guidance
- Fire Safety Policy
- Accidents, Incidents and Near Misses Guidance
- First Aid Policy
- Asbestos Management
- Control of Substances Hazardous to Health Policy
- Working with Display Screen Equipment Guidance
- Manual Handling Guidance
- Working at Heights Guidance
- Management of Contractors
- Educational Visits Policy

The Academy will ensure the following training is provided to employees.

Health and Safety Inductions – All new employees

Inductions for all employees will include (but not restricted to) information on:

- The location of the Health and Safety Law Poster;
- Health and safety responsibilities outlined in their job description;
- How they can access health and safety policies and information;
- How they are able to raise any concerns or issues they may have in regards to health and safety matters;
- First Aid Provision – Location of first aid boxes, names of first aiders;
- Accident/Incident and Near Miss reporting – location of accident/incident/near miss forms, reporting procedures;
- Fire and Emergency procedures – what to do in an emergency, what does the fire alarm sound like e.g. continuous or intermittent sound; a walk around the fire escape routes, final fire exit doors and route(s); location of assembly points;
- Welfare facilities – eating, drinking and rest arrangements, toilet facilities;
- Personal Protective Equipment (PPE) – relevant to their job, who is responsible for ordering PPE, and how PPE is safely stored;
- Read and sign all risk assessments/safe systems of work that are relevant to their normal tasks.

On completion of the health and safety induction, the employee will be required to sign the record form to say that they have been provided with and understand the information provided.

Health and Safety training – all employees

Training will be supplied to all applicable staff as early as practicable following the start of their employment. This includes:

- Fire awareness
- COSHH awareness
- Manual handling
- Working at height (e.g. ladder, stepladders)
- Accidents, Incidents, Near misses
- Display Screen Equipment Assessment
- Health and Safety at work
- Asbestos Management

Designated First Aiders

The Academy will ensure that an adequate number of designated first aiders are maintained, with refresher training being undertaken within 3 years to remain qualified. Additional staff will be offered the opportunity to undertake first aid training to raise the awareness and response to a first aid incident.

Designated Fire Marshals

The Academy will ensure an adequate number of fire marshals have been trained and understand their roles in the event of an incident. Refresher training will be undertaken regularly for each designated fire marshal.

6. APPENDIX C: RISK ASSESSMENT TEMPLATE

Risk Assessment

School :

Risk Assessment for:		Generic / Specific*
Assessment by:	Date:	Review Date Due :

Hazard	Who might be harmed?				Risk	Current Control Measures	Score			What if any further control measures are required	Action Reference	Revised Score following additional Control Measures			Date Completed
	Employee	Student	Visitor	Public			Likelihood	Severity	Score (LXs)			Likelihood	Severity	Score	

Notes:

Specific* = Young Person, new or expectant mother, physical or other condition that may increase personal risk – In these circumstances a specific assessment is required

Scores: Likelihood – 1-Very unlikely, 2-Possible,3-Probable.

Severity: 1 Minor (e.g. cut/graze); 2 Medium(e.g. deep cut, sprained ankle); 3 High(e.g. disability or fatality)

Score 1-3 Low, 4-6 (tolerable) Medium, 7-9 (should be reduced to a tolerable level within agreed time frame, High(stop until immediate controls in place)