



# Health and Safety Policy

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Date policy approved by  
Directors and minuted:

Member of staff responsible: Estates and Facilities Manager

Policy history:

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***This Policy is a mandatory policy for all the Our Lady of Lourdes  
MAC Academies and must be implemented with no amendments.***

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## 1. Introduction

This is the Our Lady of Lourdes MAC (OLOL MAC) over-arching Health and Safety policy and must be implemented and adhered to in each of the academies within the Our Lady of Lourdes Multi Academy Company.

Academies currently within the OLOL MAC:

- Saint Augustine's Catholic High School
- St Bede's Catholic Middle School
- Our Lady of Mount Carmel First School
- St Peter's Catholic First School
- St Thomas More Catholic First School

The Our Lady of Lourdes MAC are fully committed to ensuring the Health, Safety and Welfare of all our employees, pupils and visitors and those other parties that may be affected by our activities and operations.

The OLOL MAC will ensure that all our Health and Safety systems will be reviewed regularly and that the objectives are clear and that all changes to legislation will be understood and implemented.

We will strive to provide information, instruction, training and supervision to all employees and provide competent staff to carry out their duties within the MAC.

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***Other Schools that join will become part of the Our Lady of Lourdes Catholic MAC and fall under the remit of this Health and Safety Policy***

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## 2. Health and Safety Policy Statement

The Our Lady of Lourdes MAC acknowledge and accepts all legal and moral health, safety & welfare responsibilities toward our employees, pupils, our contractors and those that may be affected by our activities, so far as is reasonably practicable.

We commit to encouraging a positive safety culture via effective communication, cooperation, teamwork, and consultative management.

We will achieve these aims by: -

- Ensuring that adequate resources are provided to manage safely. To plan, organise, control, monitor & review safety.
- Developing management systems that will allow us to maintain, monitor, and where necessary, continually improve our safety performance.
- Providing information, instruction, training and supervision to employees of all levels to ensure that decisions are undertaken safely.
- Monitoring our safety performance and acting where it falls below expected standards.
- Ensuring that the safety responsibilities have been clearly defined.
- Ensuring that places of work and work equipment, for which we are responsible, are maintained and without risks to health.
- Providing adequate welfare facilities.
- Engaging competent professionals where expertise is not available in house.
- Having systems in place to react to, report and learn from incidents and accidents.
- Using competent contractors.
- Ensure that appropriate and adequate insurances are maintained and reviewed annually.
- Reviewing this policy statement annually

We expect all employees working for us at all levels to: -

- Take responsibility for their own safety whilst at work and for others who may be affected by their acts or omissions.
  - Co-operate on safety matters to enable us to fulfil our obligations
  - Comply with risk assessments completed for their work and activities.
  - Report safety matters that they are concerned about and are unable to resolve themselves.
  - Not to interfere, misuse or wilfully damage anything provided in the interest of Health & Safety.
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### **3. Organisation and Responsibilities**

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

#### **The Our Lady of Lourdes MAC Board of Directors Responsibilities**

The Board of Directors have the overall responsibility for the Our Lady of Lourdes Catholic MAC. The Board of Directors have a named Lead Director for Health and Safety.

Annually the Board of Directors will:

- Review MAC Health and Safety performance (against annual plans, training records and accident/incident data) and in light of this and any prevailing environmental and legislative changes, review Policy and Procedures, and set the Annual Plan and Objectives for the forthcoming year.
- Receive update reports (every 6 months) from the H&S officer on serious accidents/incidents and other matters affecting health and safety at Academy level.

#### **The Our Lady of Lourdes MAC Local Governing Body (LGB) Responsibilities**

The Governors have the responsibility for effective day to day running of their individual Site.

Key responsibilities:

- Strategic leadership that champions vision, ethos and strategy
- Accountability that drives up educational standards and financial performance
- People with the right skills, experience, qualities and capacity
- Structures that reinforce clearly defined roles and responsibilities
- Compliance with statutory and contractual requirements including Health and Safety
- Evaluation to monitor and improve the quality of impact of governance.

#### **The MAC Business Manager Responsibilities**

The MAC Business Manager takes overall responsibility for the Our Lady of Lourdes MAC health and safety performance and is required to ensure that:

- Decision-making is in line with the policy and procedures for health and safety and any statutory provisions set out in legislation.
- Adequate resources are made available for health and safety.
- Health and safety performance are robustly monitored and reviewed.
- Suitable action plans for improving health and safety are developed and implemented.
- The performance of each School and Headteachers are measured against health and safety targets and objectives.
- The MAC'S health and safety policy and performance is reviewed annually

- To receive reports from the relevant department on the management of assets including premises and their security across the MAC.
- To confirm that an asset recording system is in place, including an inventory and fixed asset register for each Academy.
  - Property Management
  - To determine the use of the academies' premises and grounds outside academies sessions regarding the lettings and charging policy.
  - To ensure that the academies' premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
  - To ensure the responsibilities of the Directors under the Environmental Protection Act are met.
  - To advise the Directors on environmental issues to ensure the academies are acting as responsible institutions in their duty to conserve energy, materials and regarding the local community.

### **The Finance and Resource Committee Responsibilities**

The Finance and Resource Committee Responsibilities for Health & Safety:

- To receive each term any relevant Health and Safety information and advice as necessary.
- Make recommendations to the Directors about the development of provision at a local level.
- To be accountable for ensuring health and safety compliance within the Academies
- Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.

### **The Estates and Facilities Manager Responsibilities**

Within the MAC, health and safety management is delegated to the Premises and Estates Manager, who, along with each School Headteacher is responsible for:

- Ensuring there is effective monitoring of health and safety performance across each school.
- Key Health and Safety risks that cannot be addressed at local level are highlighted to the MAC Business Manager
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance are measured both actively and reactively.
- Consider reports on Fire Safety, including Evacuations
- Consider reports of safety inspections, and follow-up actions.
- Make recommendations to improve standards and performance generally.

- Report every term any H&S issues to the Strategic Development committee which has an overview of the key issues highlighted in the Health and Safety reports to the board of Directors.
- Ensuring contractors are made aware of hazards and procedures they are required to follow.
- Ensuring all statutory maintenance checks are carried out.

### **The School Principal/Head teacher Responsibilities**

High standards of health and safety management and the implementation and monitoring of this policy is the local responsibility of the Head Teachers, and their Senior Leadership Teams. The School Principal/ Headteacher are responsible for:

- Ensuring this Policy is communicated adequately to all relevant persons.
- Ensuring health and safety is implemented and managed as per the MAC Health and Safety policies and procedures.
- Ensuring Academy specific policies are in place for dealing with emergencies etc.
- Ensuring there is adequate resources within the budget for health and safety.
- Ensuring that safety monitoring inspections are carried out on a termly basis.
- All staff are provided with adequate information, instruction and training on health and safety issues.
- Keep a log of all health & safety qualifications and training courses attended by staff.
- Risk assessments of the premises and working practices are undertaken.
- Safe systems of work are in place as identified from risk assessments.
- Emergency procedures are in place.
- Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Arrangements are in place to monitor premises and performance.
- Accidents are investigated, and any remedial actions required are taken or requested.
- Reporting to and liaising with the appropriate authorities on any local matters as deemed appropriate.
- Meeting regularly with the Facilities and Estates Manager and discussing health and safety risks within their Academy.
- Notify the Estates and Premises Manager of any correspondence from any enforcement agency OFSTED, Police, HSE, EHO or Fire Service.
- Prepare a termly summary report on its H&S performance and findings to the Strategic Development Committee.

### **Line Manager Responsibilities Heads of Departments, Line Supervisors and Site Managers**

- Familiarising themselves with the OLOL MAC health and safety policy.

- Ensuring persons, they supervise are inducted and aware of any hazards in their workplace.
- Ensuring all employees, they supervise know what to do in the event of a fire or other emergency.
- Ensuring that all employees they supervise know the whereabouts of first aid facilities.
- Investigating accidents to ascertain the cause and to eliminate recurrence if within their competence.
- Ensuring all safety rules are observed and that safety equipment is worn or used where appropriate.
- Ensuring all defects in the workplace they are responsible for are promptly reported and rectified.
- Maintaining good housekeeping standards.
- Ensuring classroom and teaching practices comply with health & safety protocol and policy
- Highlighting any health and safety concerns to the designated Academy Headteacher or Site Maintenance team.
- Highlighting to the Headteacher the annual training needs of staff identified from the performance review system.

### **Individual Employee Responsibilities**

All employees have a personal responsibility to prevent injury to themselves and others and damage to equipment and buildings. They also have a responsibility through routine observation to report to the Headteacher or Site Team any suspected faults with fire appliances, e.g. discharged fire extinguishers, etc. In particular they must:

- Always make one-self familiar with and conform to health and safety procedures.
- Wear appropriate safety equipment and use appropriate safety devices as necessary.
- Conform to all instructions given by those with responsibility for health and safety.
- Report hazards, accidents, faults, defects, damage, etc. to the designated Academy Headteacher or Site Team.
- Offer any suggestions to improve health and safety to the Academy Headteacher or Site Team.
- Not misuse any plant, equipment or hand tools.
- Take a responsible attitude towards health and safety, to include having due care for themselves and others.
- Follow all manufacturers and suppliers' instructions when using plant and equipment.

### **Pupils/Students Pupils/Students Responsibilities**

Specified in the code of conduct, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health & safety rules of their respective Academy, the procedures and instructions of staff in relation to emergency situations

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

### **Staff and Trade Union Consultation**

The MAC will co-operate with any existing or newly formed Trade Union in accordance with The Safety Representatives and Safety Committees Regulations 1977.

Safety representatives may be appointed by recognised and independent trade unions within a school. Where safety representatives are appointed employers have a duty to consult them about health and safety issues.

The MAC recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time wherever practicable.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or MAC.

Currently there are **no** Union Health & Safety representatives, but if appointed, time off for training will be provided in accordance with the regulations. Representatives will be given full access to the information on health and safety, which they have a right to, under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, address any problems that need further action or a review of procedures.

The academy recognises its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996 to consult staff with regard to Health and Safety and will continue to use the school's normal communication channels to do this. In practice "health & safety" will be a standing agenda item at all routine meetings of OLOL MAC Management, Trade Union and HR meetings.

Monitoring of Health and Safety As part of OLOL MAC health and safety management system the MAC will regularly review health and safety throughout the organisation.

Inspections provide an opportunity to discover poor housekeeping, conditions of floors, passages and stairs, inadequate waste disposal, damaged tools and equipment, poor lighting, inadequate fire prevention and protection, failure to use the appropriate protective equipment, dangerous machinery, poor food hygiene, etc.

The designated Academy Headteacher will ensure an inspection of their academy is carried out once a term and record any obvious defects on the standard termly Health and Safety Inspection checklist. The Estates and Facilities manager will inspect the Site Team/designated person and Headteacher's Health and Safety Inspection checklists on a termly basis, record the information and report to the MAC Business Manager.

Each school Principal/Headteacher will prepare a Termly Health and Safety Report for the Strategic Development Committee.

The Estates and Facilities Manager will prepare a 6th monthly H&S report to the Finance and Resource Committee which is an overview of the key issues highlighted in the Health and Safety reports.

In addition to the above an audit of health and safety systems and processes will be carried out by the Health and Safety Director and the Estates and Facilities Manager on an Annual Basis across the MAC Academies.

#### **Summary of H&S Monitoring:**

Level of Monitoring	Frequency	Who by
Daily Tasks	Every Day	Any Required Staff
Compliance Checks	Weekly/Monthly	Caretakers
Termly Monitoring Form	Once a Term	Estates & Facilities Manager
Report to Strategic Committee	Termly	Headteachers
Preventative Maintenance Programmes	Annual	Estates & Facilities Manager
Governors Inspection	Annual	Governor, Estates & Facilities Manager, any other key individual.

Training each School Principal/ Headteacher along with their Senior Leadership Team will ensure that staff are appropriately trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the standard Performance Review process.

Update or refresher training will be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures.

Any requirements for generic health and safety training should be directed to the School Principal/ Headteacher who will liaise accordingly to ensure the timely arrangement of course.

School Principal/ Headteacher will ensure that new employees will receive induction training locally on health and safety including arrangements for first aid, emergency procedures, fire and evacuation. A record of H&S induction training will be recorded and held in their school HR personnel file.

The School Headteacher is responsible for ensuring that the H&S training matrix for each school is updated regularly and any refresher training organised.

#### **Disciplinary Proceedings**

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Trust.

#### **General Arrangements for Health and Safety**

The following procedures and arrangements have been established within our MAC to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

The arrangements may refer to a separate detailed policy and guidance and these will be available to staff to access electronically and should be followed. Some academies may take a template and adapt it to their specific local arrangements, and these should be followed.

### **Accident, Incident and Near Miss Procedures**

All staff are required to report to MAC Central immediately of any of the following occurring:

- incidents resulting in injury, illness or fatality or theft/loss or damage
- Near misses
- Property damage resulting in injury or near miss to a person

The Central Team will identify if the accident/incident also needs to be notified to HSE under RIDDOR.

The Estates and Facilities Manager, Headteacher or member of Senior Leadership Team will investigate the accident depending on the severity of the accident.

The Investigator of an incident will provide analysis of the initial investigation for inclusion in the H&S report which will then be issued to the Strategic Development Committee.

### **Administration of Medicines**

All medication must be secured in the school where it can only be accessed by a first aider. Training is provided for school staff as required. Signed consent from a parent or guardian must be obtained prior to medication being given to a child. The member of staff will sign to say they had administered the medication and a second member of staff will counter sign the document. Each school will adopt this policy and record local arrangements within the document for example storage etc.

Each academy within the MAC has a named Medications co-ordinator who will receive training on managing medications in schools.

### **Asbestos**

Each academy has their own asbestos register and asbestos management plan. Advance reference must be made to these documents in any circumstances where works to the fabric of buildings is to be undertaken.

The Academy Headteacher has overall responsibility for the management of asbestos in their academy and will ensure that all staff are briefed regarding the rules for drilling, affixing anything to walls and ceilings etc.

All contractors shall be referred to the asbestos register before commencing work. Any member of staff who may disturb the fabric of the building shall refer to the Asbestos register before commencing work and sign the permit to work sheet.

The MAC uses the services of an asbestos consultancy for surveying and advice.

Each Site Caretaker within the school will complete an annual check on condition of asbestos and record this in the asbestos management plan.

Staff will also be reminded that they must report any damage to asbestos materials to the Site caretakers or Headteacher.

#### **ASD Provision**

*See separate policy for each Academy.*

#### **Alcohol and Drugs**

Staff are responsible for ensuring that they do not work under the influence of alcohol or nonprescribed drugs. Failure to follow this, falls under the Disciplinary policy.

Individuals who must take prescribed drugs that could affect their ability to work safely must have their work carefully risk assessed so should inform their line manager so that the relevant controls can be implemented to ensure that they are not a danger to themselves or to others.

#### **Behaviour Management**

*See separate policy for each Academy.*

#### **Catering**

School meals are provided either by contractors or in-house by OLOL MAC directly employed staff. In either case the Food Hygiene (England) Regulations 2006 and Regulations (EC) No 852/2004 on the hygiene of foodstuffs are complied with under the monitoring and guidance of the Food Standards Agency / Local Authority Environmental Health Officers.

For in-house catering the school is responsible for the following checks: -

- Annual Canopy clean
- Annual kitchen equipment gas safety check
- Annual kitchen equipment maintenance

For external catering depending on the contract the MAC may still be responsible for the above. If not, then the Headteacher should ensure the Catering company provides copies of works.

For in house Catering the Kitchen Manager is responsible for staff training for example, food hygiene level 2 in Food Safety in Catering, allergen, COSHH, safer food better business etc is up to date and refresher training organised. They are also responsible for ensuring risk assessments are in place and regularly reviewed for kitchen activities.

The Headteacher is responsible for ensuring that food hygiene standards are met.

#### **Contractors**

The Site Manager/designated person shall ensure that the management guidelines regarding contractors are always adhered to. The Site Manager/designated person is responsible for the

Control of Contractors and will ensure projects adhere to CDM regulations and will ensure designers, contractors, and any other building professionals are assessed for competency. Sufficient time, resources, and information must be allocated to ensure health, safety and well-being of all concerned is prioritised.

Active management of contractors, project planning, accurate hazard identification, thorough exchange of information, following suitable and sufficient risk assessment is essential. It is managed through the academies control of contractor's procedures.

### **Caretaking and Cleaning**

In order to assist the cleaning teams to do their task thoroughly all employees are expected to maintain tidy workspaces and as clear as is practicable work surfaces, and ensure gangways, corridors etc., within their work area and classrooms are clutter free and have no obstructions or hazards. If there are concerns or any requirement to have cleaning items and/or equipment removed or relocated these should be directed to the Site Manager/designated person.

Where cleaning is inhouse the Site Manager/designated person will ensure COSHH safety datasheets are in place and staff are appropriately trained and training recorded. Site Manager/designated person is responsible for ensuring suitable and sufficient protective personal equipment is provided for site/cleaning staff as and when required.

The Control of Substances Hazardous to Health Regulations 2002 requires all employers to assess and control the risks to health of all substances hazardous to health (which are widely defined). Cleaning Supervisors, Lab Technicians and/or any other appropriately trained and responsible staff will ensure that, for proprietary materials (e.g. cleaning agents, chemicals) the suppliers' hazard data sheets and instructions for use will be available to all staff. Appropriately trained and responsible staff will carry out COSHH assessments for materials handled by staff under their control. Details will be kept locally indicating the correct use of the material, the identified hazards and the PPE required by the user.

All external cleaning contractors within schools will be responsible for ensuring a COSHH folder is onsite containing the safety data sheets for the materials used within the setting. They will also be responsible for the training of staff and providing appropriate PPE.

### **Curriculum Safety (including out of school learning activities)**

All teachers are responsible for ensuring that their areas of responsibility are checked frequently to ensure that no health and safety hazards are present. Should a teacher identify hazards then they are required to ensure that the risk of injury is eliminated or reduced to an acceptable level. If the teacher cannot resolve the issue because it is beyond their remit, affects other areas of the academy, or requires financial support, then they should log the hazard/issue via the academy reporting system.

The following Heads of Departments (secondary schools) shall ensure compliance with the following guidance:

- Science – CLEAPPS
- Design and Technology - BS 4163, 2014 Health and Safety for Design and Technology in Schools and Similar Establishments, Code of Practice.

- Physical Education - British Association for Physical Education (AfPE) Safe Practice in Physical Education.

Any off-site activities during the academy day should be referred and approved by the Educational Visits Coordinator for each academy.

Teaching staff should consider any significant health and safety issues such as class size, pupil behaviour, maturity, limitations of space, layout, equipment etc. as part of their planning and preparation, risk assessment is just another name for that process.

Prior to use, all equipment must be checked by an appropriate, trained member of staff such as a qualified teacher, technician or teaching assistant.

Staff are trained in Departments on the appropriate use of machines and equipment. Members of staff new to the academy are informed within their departments of the for relevant curriculum activities.

Heads of Departments are responsible for ensuring these risk assessments are available.

The following departments will have their own H&S Policies and Risk Assessments developed by their Head of Department: -

- Science H&S department policy
- DT H&S department policy

All Academies within the MAC have access to a Radiation Protection Adviser and the Head of Science will ensure CLEAPSS guidance is followed.

### **Display Screen Equipment**

A DSE user has been defined as staff that use a pc or laptop continuously for more than 1 hour a day, this applies to academy office staff, IT Staff and Central office staff.

Information and training on the risks associated with DSE will be provided within the first week of commencing employment if applicable. DSE users will have their workstations assessed annually or following an office move.

The academy will provide equipment and adjustments as identified by the risk assessment. The Academy Headteacher must ensure DSE assessments are completed for all DSE users annually or following an office move.

### **Educational Visits and Journeys**

Each academy will adopt and follow the relevant LA Educational Visits and Journeys policy.

All the academies within the MAC will use the EVOLVE system and all educational visits and journeys are required to be approved by the relevant academy named EVC who shall ensure compliance with the Educational Visits and Journeys Policy.

The EVC will check and record "competence" of staff annually.

Medication for school trips will be covered by the School's Managing Medications Policy.

### **Electricity and Electrical Installations**

All fixed installations are maintained and managed locally as are arrangements for inspecting and testing portable appliances. All employees have a responsibility through routine observation to report any obvious defects with electrical appliances they use/within their department and to report (to the Site Manager/designated person) any obvious defects / damaged cables, plugs, exposed or charred wires etc.

As a rule, personal items of electrical equipment, such as heaters, cooking equipment, fridges, TVs, etc. or anything else that needs to be plugged in to an Academy's mains supply should not be brought to the Academy. If such a need exists, e.g. a medical requirement, prior authorisation must be obtained in writing from the Academy Headteacher or Site Manager/designated person and the item must be PAT tested.

### **Emergency Evacuation and Lockdown Procedures. See local school emergency procedures**

Procedures are implemented locally stating the action to be taken in the event of an emergency or fire – these are issued and displayed locally by the Academy Headteacher or Site Manager/designated person. All new members of staff are instructed on the emergency evacuation procedure as part of their induction training. Visitors without a DBS check must always be escorted around site.

### **Equipment and Machinery (including Hand Tools)**

Safe operation and maintenance of such equipment and machinery is the responsibility of the appropriate department. Proper methods, instructions and procedures for safe use must be clearly displayed and conveyed in advance to those who operate/utilise them. No employee may use any item of equipment or machinery unless they have been trained to do so. Maintenance manuals must be maintained up to date by designated Technicians and be kept in the appropriate locations/workshops.

Enforcement officers (Fire Officers, EHO, HSE) Any contact with or subsequent letters, notices or other action by Enforcement Officers must be notified to MAC Central and the COO without delay so that they can be acted upon immediately. Teachers and non-teaching staff are not permitted to speak on behalf of the MAC and should refer formal enquiries to the Headteacher.

### **Fire Safety**

Under the Regulatory Reform (Fire Safety) Order 2005 the Headteacher is deemed to be the "responsible person" and will be responsible for ensuring the following: -

- A fire risk assessment is carried out and reviewed annually.
- Emergency plan is in place (fire action notices displayed in classrooms).
- Fire alarm is tested on a weekly basis and recorded
- Statutory maintenance and testing of fire alarm and emergency lighting are undertaken
- Fire drill is undertaken each term

- Personal emergency evacuation Plans (PEEP's) are completed for staff and pupils
- Staff are trained on fire evacuation procedures annually
- Fire extinguisher training for Fire Wardens (every 3 years)

Staff are required to report defects or missing fire-fighting equipment. Fire exits, routes and firefighting equipment shall not be obstructed at any time.

### **First Aid Procedures**

*See Separate First Aid Guidance*

In accordance with the First Aid at Work Regulations 1981, A first aid risk assessment will be completed for each Academy to determine first aid facilities and number of trained first aiders within each Academy.

### **Grounds Maintenance**

Where the academies use a Grounds Maintenance contractor who use their own equipment this will be overseen by the Headteacher or delegated to Site Agent/designated person. When on site Grounds Maintenance contractors are required to sign in and out on completion.

If a grounds maintenance contractor has been issued their own key to the grounds, they must always inform the Site Manager/designated person over grass cutting and liaise with line marking dates etc.

Where grounds maintenance is completed in-house then staff should have the appropriate training and have risk assessments in place for their operations.

### **Gas Safety**

Staff working in areas where a gas supply is in use shall ensure that the gas supply is switched and locked off when not in use. Ensure the gas supply is isolated in the event of an emergency. The Site Manager/designated person is responsible for ensuring gas appliances are serviced annually by a Gas Safe Commercial engineer.

### **Infection Control**

*See Individual Academy infection control procedures*

The academy office may take notification from a parent of a notifiable disease and will check the HPA guidance on exclusion or precautions to take. Anything that requires decontamination etc. will be notified to the Site Manager/designated person. All spillages will be cleared up by the Site Manager/designated person using an appropriate spill kit. PPE gloves are provided. Where there is no site agent or during a split shift then a trained member of staff should clear up the spillage using a spill kit and wearing appropriate PPE.

Academies within the MAC with pre-schools will have nappy changing policy in place and have appropriate facilities including PPE (gloves and disposable aprons) for changing nappies.

### **Lettings/shared use of premises/use of Premises Outside School Hours**

*See separate Lettings policy*

The MAC is responsible for maintaining the health and safety and welfare in relation to buildings and facilities management when letting part of the academy premises. Terms and conditions, including emergency arrangements, insurance requirements are detailed prior to formal arrangement and contract. Where the premises are Let out to use then the Hirer's indemnity insurance will be needed, or insurance can also be provided.

The School Finance team and Site Agent/designated person are responsible for management of lettings at the academy. The lettings agreement covers fire and emergency arrangements and the booking form is completed before the letting and/or annually. DBS will also be included as part of this check on hirers that involve children on the school site. The relevant Site Agent/designated person is responsible for informing the lettings of the emergency procedures for the building and securing the building after lettings.

### **Legionella**

The Headteacher/Site Manager/designated person will organise a Water Risk Assessment every 4 years or as identified by the Risk assessment. An Inspection of any water tanks is carried out on an annual basis by a competent external contractor as part of our Planned Preventative Maintenance (PPM) Schedule. Site Manager/designated person are responsible for carrying out monthly water temperature inspection tests and recording this information in the waterlog book and raising any concerns to the Headteacher and Central Services.

### **LEV**

*(Secondary schools only)*

The Site Manager/Site Agent arranges LEV thorough examination (fume cupboard LEV and D&T) and retains copies of LEV testing certificates.

Any deficiencies in LEV should be notified to the Site Manager/Site Agent using the school hazard reporting system.

DT technician monitors cleans and records LEV inspections. The Science Technician will undertake termly checks on the fume cupboard.

### **Lone / Out of Hours Working**

*See separate lone working policy*

No person shall work alone where there is a serious health or safety hazard. Such work activities especially those likely to occur outside normal hours should be assessed by each Headteacher. Local arrangements in place for reporting after hours working are issued and displayed locally by the Academy Headteacher and Site Manager/designated person, as are arrangements for out of hours events.

### **Lifting Equipment & Lifting Operations**

The Site Manager/designated person is responsible for ensuring all Lifts, hoists, lifting equipment and lifting accessories are maintenance & have undergone a thorough examination (6 monthly if equipment is used for lifting people & annually for other lifting equipment.) In addition, users will undertake a visual check of equipment prior to use. Where installed the Site Manager/designated person will be trained to deal with lift breakdowns.

### **Maintenance and Inspection of Site and Equipment**

The Site Manager/designated person will ensure that testing, inspection and maintenance of equipment in accordance with managing the building guidance.

Day to day inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by pupils, with the class teacher. Equipment found to be unserviceable, or of doubtful serviceability shall be taken out of service, adequately labelled, locked away and the defect reported via the school hazard reporting system. The Site Manager/designated person will arrange for repair or replacement.

The Site Manager/designated person has a duty to check the general conditions of the premises and, the non-classroom areas, and for ensuring that health and safety hazards are dealt with. Where action required is outside their authority or ability, the matter will be reported to the Headteacher for appropriate action. Health and Safety needs in respect to the maintenance of site or buildings should be highlighted in the School Condition Survey and considered when prioritising works. Each academy will have their own system to monitor planned preventative maintenance and record site defects/hazards.

Planned preventative maintenance compliance will be monitored annually by the Governors.

### **Manual Handling Operations**

The Manual Handling Operations Regulations 1992 require hazardous manual handling operations to be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a suitable and sufficient assessment must be made to identify hazards and preventive measures to be implemented to minimise risks of personal injury due to manual handling activities.

The school Headteacher is responsible for ensuring manual handling risk assessments are completed for the activities in their academies.

### **PE Equipment**

The PE Head of PE and all other PE staff will ensure compliance with the following guidance Physical Education - British Association for Physical Education (AfPE), Safe Practice in Physical Education.

PE equipment service is organised by the Headteacher/Site Manager/designated person.

### **New and Expectant Mothers**

*See separate guidance*

A pregnancy risk assessment shall be completed once the member of staff has informed the academy.

### **Personal Protective Equipment (PPE)**

In accordance with the Personal Protective Equipment Regulations 1992, suitable personal protective equipment appropriate for the specific hazards of the task being carried out will be provided to all relevant users. Ordering, inventory management, issue and proper use of PPE will be undertaken and managed locally by each school, e.g. safety goggles, etc. It is the responsibility of the individual to whom personal protective equipment has been issued to wear the equipment where required, to take proper care of that equipment and to promptly report any defects.

## **Permits to Work**

Where required the Site Manager/Agent will issue permit to work for high risk activities such as hot works, work at height, confined space.

## **Risk Assessments**

*See separate Risk Assessment guidance*

Risk assessments have been developed for the range of activities undertaken by OLOL MAC academies. These assessments form the basis of these arrangements and how Health & Safety risks are managed throughout the school. The risk assessments are reviewed bi-annually or when there is a change in circumstance. The Site Manager/designated person is responsible for the risk assessments in relation to the premise and coordinate non-curriculum risk assessments.

Heads of Departments are responsible for ensuring risk assessments are completed in their areas and making these available.

Controls identified from completing risk assessments, that cannot be dealt with straight away, will be included within an action plan so that they are implemented in priority order based on risk.

## **School Transport**

*See separate Travel plan for each Academy*

## **Security/Violence**

Authorises members of staff usually Site Manager/designated person opens the school site. Once pupils are in lessons, all the external gates are locked. Entry outside of the school day hours is via the main entrance doors.

Visitors sign in and are given ID badges for the duration of their visit to the school. Unfamiliar individuals in the school buildings or across the site should be accompanied to the front office by a member of staff. If staff are concerned about safety, contact the front office to implement the school emergency plan or if lone working, contact the police directly. The Site Manager/designated person will be responsible for locking all doors and securing the site and the end of the day.

## **Signage**

Safety signage will comply with The Health and Safety (Safety Signs and Signals) Regulations 1996. The Site Manager/designated person, as part of their weekly inspection, will look out for any damaged or missing signage.

## **Slips, Trips & Falls**

All areas of the academy including classrooms and corridors are maintained in a clean and tidy manner. In particular pupil's bags and coats should not be stored on the floor where it can create a trip hazard.

Each site has procedures in place to manage icy conditions which involves gritting designated access and egress route into school.

## **Smoking**

Smoking in a public place is against the law and the MAC may, on a case-by-case basis, decide to take legal action against anyone found to be in breach of this.

### **Vehicle Use**

*See separate Academy Minibus policy*

Only staff that have passed the Driver assessment are authorised to drive the minibus. This will involve:

The Academy Office Staff will manage the minibus drivers, all relevant documentation and the use of the minibuses, while the Academy Caretakers will manage the maintenance of the Buses. This will involve:

- Keeping copies of minibus driver's licenses on file (checked annually)
- D1 on Driving Licence
- Renewing minibus insurance
- MOT Certificate for minibus older than 3 years or
- Proof of regular maintenance if the vehicle is less than 3 years old
- Arranging servicing and repairs
- Checking driver checks are completed before each trip

Minibus drivers who receive endorsements on their license are expected to provide details to the School Headteacher. Minibus drivers should carry out and record checks on the minibus before use and complete minibus checklist.

Any defects should be reported to the School Headteacher. Mobile phones should not be used whilst driving the minibus. Staff using their own vehicle to travel between academies should have their own business insurance.

### **Visitors**

All visitors must sign in/out at the local school Reception. Any visitors who either do not hold a DBS or have not logged their DBS number with Reception must always be escorted whilst on site. All unescorted visitors will be briefed on the Emergency Evacuation procedures upon arrival.

### **Well-being/Employee & Occupational Health Support**

Employees may receive Counselling and Occupational Health Support for a range of personal and work-related problems including stress, anxiety, depression, emotional difficulties, alcohol and drug misuse, family concerns and bereavement issues. This support will be offered on a strictly confidential basis, either by telephone or face-to-face meetings.

Welfare High standards of welfare facilities that comply with The Workplace (Health, Safety & Welfare) Regulations 1992 and Construction (Design & Management) Regulations 2015 must be provided. The MAC in its academies will provide suitable welfare facilities for staff.

In terms of pupils the MAC will ensure it meets the welfare provision in all its academies as per the academy Premise Regulations 2012.

### **Work Experience**

The academy does allow pupils from other schools on work experience and are required to complete risk assessments for those young person's undertaking the work experience.

The local Headteacher or designated person oversees all work experiences and is responsible for completing the young person risk assessment and ensuring any control measure identified from the risk assessments are implemented.

### **Working at Heights**

Only staff who have received the appropriate training are permitted to work at heights requiring climbing etc.

The Working at Height Regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. Headteacher, site staff etc). The overriding principle of the Working at Height Regulations is that reasonable actions must be taken to prevent anyone falling.

Working at height adds increased risk to staff as, in the event of falling, serious injury or death may result. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'WORK' includes moving around at a place of work but not travel to and from a place of work. Hazards present in the schools are accessing high levels, falling from height, use of ladders and step ladders and 'kick stools', falling objects.

**End**