



JMAT  
025

# John Milton Academy Trust

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# Health and Safety Policy

## History of Document

Issue No	Author/Owner	Date Written	Reviewed by Trust on	Comments
001	Estate and Facilities Manager	November 2018	14-December 2018	Effective from 1st April 2019

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### 1. Statement of Intent from the Trust Board

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a Trust. Our overall objective is to provide and maintain a safe and healthy environment for staff and learners in all our schools and any others with whom we work.

#### We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors;
- Ensuring that health and safety management is an integral part of decision making and organisational processes;
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks ;
- Providing a safe and healthy working environment for all staff, learners and others working in our schools;
- Ensuring safe working methods are in place and providing safe equipment;
- Communicating and consulting with staff and their professional association representatives;
- Complying with statutory requirements and, where possible, best practice;
- Investigating and learning the lessons from accidents and work related ill health incidents;

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- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

We recognise that the overall responsibility for health and safety lies with leaders and managers who have direct responsibility for activities and staff under their control. However, **all members of staff** have a legal and moral responsibility to take reasonable care both for the health and safety of themselves, and for others who may be affected by their acts or omissions.

**Name of Chair of Trust:** Mr Eric Griffiths

**Date:** 14/12 /2019

**Review date:** Autumn 2021

## 2. Responsibilities and Organisation

### Introduction

To comply with the Board of Trustee's Statement of Intent the following responsibilities have been assigned:

#### 2.1 The Trust's Estate and Facilities Manager

The Estate and Facilities Manager will also operate as the Trust's Health and Safety Officer. S/he will be responsible for ensuring that Trustees, schools and the Local Governing Bodies are sufficiently informed and supported to undertake the tasks and responsibilities delegated to them. In particular, the Trust's Health and Safety Officer will:

- Commission annual audits and inspections in liaison with the CEO;
- Quality assure the audits and action plans produced;
- Monitor progress against school action plans through regular visits and contact with headteachers and other designated personnel (including the LGB lead);
- Provide Trust templates and guidance in line with Part 3 of this Policy.

#### 2.2 The Local Governing Body

The Local Governing Body is responsible for ensuring that suitable organisational arrangements are in place for the management and control of health and safety within the school. In particular, the Local Governing body will ensure that:

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- The Trust's policy is promoted so that all members of the school community have a positive attitude towards health and safety in staff and pupils;
- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act;
- In liaison with the Trust's Health and Safety Officer, responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities;
- A lead governor for health and safety is nominated;
- In liaison with the Trust's Health and Safety Officer, people have sufficient experience, knowledge and training to perform the tasks required of them;
- In liaison with the Trust's Health and Safety Officer, clear procedures are created which assess the risk from hazards and produce safe systems of work;
- Where work falls outside the Trust's central service offer, sufficient funds are allocated to operate safe systems of work;
- Health and safety is supported through the implementation of the Trust's health and safety/fire risk audits and the monitoring of associated action plans;
- Health and safety operates as part of the agreed remit of the Finance, Premises and Health and Safety sub-committee;

### 2.3 The Headteacher

The Headteacher of each school is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Be fully committed to the Trust Board's Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership;
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities;
- Monitor and review health and safety performance through:
  - Undertaking health and safety inspections of work areas/practices in line with relevant policy and in conjunction with the designated governor;
  - Ensuring that health and safety targets and objectives are set through appraisals and other supervisory reviews;
  - Reviewing incidents and accidents in conjunction with the Finance, Premises and Health and Safety Committee (all schools should use the online incident and accident reporting system).
- Ensuring that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay in line with the Trust's reporting system;
- Ensure there are meaningful, effective arrangements in place for consulting employees and their professional association representatives on health and safety matters that affect them;

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- Ensure information that may assist safety representatives in their role is provided to them;
- Ensure that they seek timely assistance and advice where expert help is required from the Trust's Estate and Facilities Manager;
- Report to the Local Governing Body at least annually on the school's health and safety performance.

### 2.4 Lead Governor for Health and Safety

The designated governor for Health and Safety for each Local Governing Body has the following responsibilities:

- To be fully and visibly committed to the Statement of Intent for health and safety;
- To scrutinise and review health and safety performance through both the Trust's audits and also the accident/near miss reporting system;
- To provide support and challenge to the Headteacher and to the Local Governing Body with respect to their health and safety responsibilities;
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented (see section 3);
- To report any outstanding areas of concern to the Trust's Health and Safety representative in the first instance and to the Chief Executive Officer thereafter;
- Undertake at least one Learning Walk per term which focuses on Health and Safety and which considers the outcomes of audits received.

### 2.5 School Health and Safety Coordinator / Premises Manager

The designated Health and Safety Coordinator for each school has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school (see section 3);
- To coordinate performance monitoring processes
- To make provision for the inspection and maintenance of work equipment
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with the Trust's Estate and Facilities Manager and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

### 2.6 Teaching and support staff holding positions of special responsibility

This includes Senior Manager, Middle Leaders, Post-holders, Business Managers, Caretakers/Site Managers.

They have the following responsibilities:

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- To apply the Trust's Health and Safety Policy and the relevant health and safety Codes of Practice to their own team or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- To carry out regular health and safety risk assessments of the activities for which they are responsible;
- To ensure that all staff under they manage are familiar with the relevant health and safety Codes of Practice, for their area of work;
- To resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher any matters for which they cannot achieve a satisfactory solution within the resources available;
- To carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and to record these inspections where required;
- To ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety;
- To investigate any accidents that occur within their area of responsibility and advise the Headteacher of any concerns.

### 2.7 Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the school procedures for fire, first aid and other emergencies and to follow them through;
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice;
- Give clear oral and written instructions and warnings to pupils when necessary;
- Follow safe working procedures and act as a role-model;
- Require the use of protective clothing and guards where necessary and model this as required;
- Make recommendations to their Headteacher or manager regarding equipment and improvements to plant, tools, equipment or machinery;
- Integrate all relevant aspects of safety into the teaching process;
- Report all accidents, defects and dangerous occurrences to their line- manager.

### 2.8 Staff

All staff have individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the school's health and safety policy and procedures at all times;
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures;

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- Use all work equipment and substances in accordance with instruction, training and information received;
- Wear, use, store, maintain and replace personal protective equipment as appropriate;
- Not intentionally misuse anything provided in the interests of health, safety and welfare;
- Take part in, and contribute to, health and safety inspections, risk assessments etc. as appropriate;
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises using the online incident and accident reporting system;
- Attend all training where requested.

### 2.9 Learners

Learners, allowing for their age and aptitude, are expected to:

- Take 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 and safety rules of the school and in particular the instructions of staff given in an emergency;
- Use, and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## 3. Procedures and Arrangements

### School: Stowupland High School

The following procedures and arrangements have been adopted to ensure compliance with the Trust Board's Statement of Intent. The areas covered are:

### 3.1 General Areas of Health and Safety

Area		Role and Name	Tasks
1	Lead Governor for Health and Safety	Karen Hudson	Responsible for Health and Safety performance in line with this policy
<b>Management of Risk</b>			
2	General Risk Assessment	Trust Estate and Facilities Manager	Responsible for conducting general risk assessments using Trust templates and ensuring that required actions are implemented



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3	Fire Safety	LGB Gov: Karen Hudson	Ensuring that fire risk assessments and local fire safety procedures are in place following Trust audits, guidance and templates
4	Computers and Workstations	Trust Estate and Facilities Manager	Responsible for carrying out computer and work station risk assessments following the guidance and templates available
5	Hazardous Substances (Cleaning and Facilities)	Trust Estate and Facilities Manager	Responsible for identifying hazardous substances for which no generic assessment exists in the Codes of Practice mentioned in this document. Guidance and templates are available and should be followed
6	Violence to Staff	Head Teacher	Responsible for the assessment of the risks of violence to staff will be carried out by the names member of staff following guidance and templates available. This assessment should operate in conjunction with the behaviour policy and safeguarding procedures
7	Lone Working	Nicky Hooper HR Manager responsible for generic documents, including risk assessment  School to complete risk assessments	Responsible for the assessment of the risks of lone working staff will be carried out by the named member of staff following guidance and templates available
8	Risk Assessment of Curriculum Activities	Science: Design and Technology: Art: PE:	Risk Assessments for curriculum activities will be carried out by relevant Subject Leaders/Line Managers using health and safety curriculum Codes of Practice available
9	Caretaking Code of Practice	Estate and Facilities Manager  Caretakers and Site Managers	Assessment of the risks to Caretakers will be assessed by the named member of staff following the Caretaking Code of Practice guidance available

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10	Driving for Work	Estate and Facilities Manager  School Arrangements: The school insurance covers members of staff when driving for work. Any driving for work must be agreed by the Head Teacher prior to taking place	Assessment of the risks of driving for business will be carried out by the named member of staff following guidance and templates available.
11	Handling Money	School Finance Officer	Assessment of the risks of handling money (if applicable) will be carried out by the named member of staff following guidance and templates available
12	Home Working	DSL	Assessment of the risks of staff working from home will be carried out by the named member of staff following guidance and templates available

### 3.2 Information, Instruction and Training

A [Health and Safety Law Poster](#) is displayed in the Staff room and on the Admin Area wall.

Health and safety advice is available from the Headteacher, the school's designated Health and Safety Coordinator and the Trust's Estate and Facilities Manager.

	Area	Role and Name	Training
1	<b>Induction</b>	Member of staff responsible for induction in liaison with: Alistair Dick, Assistant Headteacher Sue Lewis, Headteacher's PA Nicky Hooper, Trust HR Manager Estate and Facilities Manager	Health and safety induction training will be provided for all new employees and for work experience placement students by the Estates and Facilities Officer following guidance and templates available. This covers the following areas as a minimum: <ul style="list-style-type: none"> <li>• Fire arrangements for the workplace, including assembly point, exit routes, fire alarm sounder and specific details as they relate to the premises</li> </ul>

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		<ul style="list-style-type: none"> <li>● First aid arrangements – first aid contacts and location of first aid equipment</li> <li>● Details of asbestos containing materials which are relevant to the place(s) of work</li> <li>● Welfare facilities – toilets, kitchen, rest areas</li> <li>● Incident reporting requirements</li> <li>● Display Screen Equipment assessment</li> <li>● Staff responsibilities (general, specific arrangements such as checking portable electrical equipment using the checklist, responsibility for pupil safety in lesson planning and delivery)</li> <li>● Relevant risk assessments which apply to the work and safe working practice</li> <li>● Arrangements for competency development such as mentoring, job shadowing, training courses and what work tasks cannot be carried out until the required competency level is achieved</li> <li>● Means to report building defects and Premises Headteacher/line manager information</li> <li>● Premises security and any lone working requirements</li> <li>● Pupil safety and safeguarding</li> </ul>
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	Strategic Health and Safety	Person Responsible	Training
2	Health and Safety Awareness for Governors	Nigel Seaward Estate and Facilities Manager	Short health and safety e-learning modules are provided. Use of these courses may not necessarily replace the need for staff to attend a formal training course or receive further instruction, but they serve as a useful tool. Three modules should be undertaken each year as a minimum. Biennial training will be arranged for LGB named governors
3	Health and Safety Management for Headteachers	Nigel Seaward Estate and Facilities Manager	
4	Health and Safety for staff	Headteacher School Health and Safety Co-ordinator, Alistair Dick.	
5	Premises Management 1 – General	Nigel Seaward Estate and Facilities Manager	Short health and safety e-learning modules are provided. Use of these courses may not necessarily replace the need for staff to attend a formal training course or receive further instruction, but they serve as a useful tool
6	Premises Management 2 - Asbestos	Nigel Seaward Estate and Facilities Manager	
7	Premises Management 3 – Fire Safety Risk Assessment	Estate and Facilities Manager (Trust-commissioned service)	

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8	General Risk Assessment:	School Health and Safety Co-ordinator, Alistair Dick, in liaison with Estate and Facilities Manager	
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Curriculum/Subject Specific Health and Safety Training			Secondary
<b>Secondary Science</b>		See 3.1 for responsibilities relating to completion of risk assessments	
9	Health and Safety Management for Subject Leaders of Science	SL and LM for Science	CLEAPSS
10	Radiation Protection Supervisor	SL and LM for Science	CLEAPSS
11	Health and Safety for Technicians	SL and LM for Science	CLEAPSS

Secondary Design & Technology			
12	Health and Safety Management for Subject Leaders of D&T	SL and LM for DT	CLEAPSS
13	The Safe and Effective D&T Technician	SL and LM for DT	CLEAPSS
14	Level 2 Award in Food Safety	SL and SL for DT	

Primary and Secondary PE and School Sport			
15	Risk Management in PE (primary and secondary subject leaders):	SL and LM for PE	
16	Ensuring Pupils are Safe in PE (primary teachers and coaches)	SL and LM for PE	
17	Safe Supervision of Swimming	SL for PE	Commissioned service by each school

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Occupational Risks			
19	First Aid at Work	AHT, Alistair Dick	
20	Emergency First Aid at Work	AHT, Alistair Dick	
21	Paediatric First Aid (for schools with children up to age 5)	NA	
22	<i>Moving and Handling of Disabled Pupils</i>	SENco	
23	Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training	SENco	

### 3.3 Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors appointed by the Trust.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the Trust's mobile technician.

Any problems or defects regarding plant and equipment should be reported to the Trust's Estate and Facilities Manager

### 3.4 Caretaking/Site Management

- IOSH Working Safely: Estate and Facilities Manager
- *Ladder Use and Inspection*: Caretakers/Site-Managers
- Health and Safety Workshop (COSHH):
  - Caretakers (organised by Nigel Seaward - the Trust's Estate and Facilities Manager)
  - Subject Leader for Science

### 3.5 Consultation and Well-being

Central employee assistance programme organised by Nicky Hooper - HR Manager

### 3.6 Minibuses

- County Council Minibus driver training: Alistair Dick, AHT for CPD, in liaison with the Trust's Estate and Facilities Manager

### 3.7 Training Records and Training Needs Identification

- Health and safety training records should be held on personnel files (located in schools)

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- Training needs will be identified, arranged and monitored by AHT for CPD, Mr Dick

### 3.8 Incident Reporting and Investigation

All accidents and cases of work-related ill health involving employees (or non employees where the injury is potentially caused by a deficiency in activity, equipment or premises) must be recorded. In JMAT Schools this should be made using the incident reporting system.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the Trust's First Aid Record of Treatment form. These forms are kept at: Medical Room

Medical Officer, Ms Cope, will investigate all incidents and act on findings to prevent a recurrence.

An analysis and evaluation of incident report forms/first aid forms will be presented to the Finance and Health and Safety Committee on a termly basis. Any situations or issues causing significant concern should be reported to the Trust's Estate and Facilities Manager.

### 3.9 First Aid Supporting

The following employees are available to provide first aid: Ms Cope, Mr Perry, Mrs Peacock, Mrs Lambon, Mrs Rolfe.

Defibrillators are located at: none

### 3.10 Students with Medical Conditions

Prescribed medication will be administered to pupils following the school policy on supporting students in school with medical conditions.

The person responsible for managing the administration of medicines to pupils is Mrs Cope

### 3.11 Site Security and Visitors

All visitors must report to reception where they will be asked to sign the visitors book and wear a visitors' badge.

Other arrangements to ensure the security of pupils and employees on site are:

### 3.12 On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures: Persons report to the front office. There is restricted access to the site during the school day other than to the front car park and office.

### 3.13 Selection and Management of Contractors / Construction & Refurbishment works

Contractors and construction projects are selected approved and managed in line with the Trust's policies and scheme of delegation. All CIF bids are submitted by the Trust and will be project managed by the Trust's Estate and Facilities Manager in line with the Trust's scheme of delegation.

### 3.14 Management of Asbestos

The asbestos register and asbestos management plan is held at: The Site and Facilities Manager

Director of Finance and Resources is responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to JMAT.

### 3.15 Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel and adopted by Suffolk County Council. Schools will follow the Trust's policy on Educational Visits.

### 3.16 Occupational Health

Access to occupational health services is via the Trust's HR Manager.

### 3.17 Emergency Procedures – Fire and Evacuation

- Escape routes are checked by the mobile technician weekly
- Fire extinguishers are maintained and checked by the Trust's commissioned service annually, with a visual check by the mobile technician weekly
- Alarms are tested by the Trust's mobile technician every week
- Emergency evacuation procedures will be tested once every term by the school

## 4. Monitoring and Review

### Monitoring

Routine inspections of the premises to ensure that safe working practices are being followed will be carried out by termly by the Trust's Estate and Facilities Manager and the designated Local Governor.

Inspections of individual subjects and specific work areas will be carried out by Subject Leaders or nominated staff at least once each half-term.

Part 3 of the Policy should be updated annually by all schools and a copy returned to the Trust's Estate and Facilities Manager and Executive Assistant.

Headteachers should report on health and safety termly to the Local Governing Body.

The Trust Board will receive a termly report on Health and Safety from the Trust's Health and Safety Officer.

### Review of Policy

This policy will be reviewed by the Trust at least every 2 years.