



**HEALTH, SAFETY AND WELLBEING
POLICY & ARRANGEMENTS**

INSIGHT MAT POLICIES AND PROCEDURES

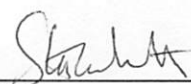
CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
05.05.17	0.a	Initial Draft
03.07.18	1.0	Changes agreed and policy approved at Trust Board Meeting
March 2021	1.a	Minor amendments
24.03.2021	2.0	Changes agreed and policy approved at Trust Board Meeting
November 2023	2.a	Policy Reviewed and updated
December 2023	3.0	Approved at Board Meeting on 13.12.2023

AUTHORISATION

Approved at Trust Board Meeting held on 13th December 2023

Signed:

 13-12-23

Chair of Board

Date

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Purpose

Insight Multi-Academy Trust (IMAT) has a duty to promote the Health, Safety & Wellbeing of staff, students and visitors in accordance with the Health, Safety & Wellbeing at Work Act 1974: Sections 2(3), 3 and 4 and the Management of Health, Safety & Wellbeing at Work Regulations 1999: SI 1999/3242

Policy

In compliance with the Health, Safety & Wellbeing at Work etc Act, IMAT will ensure, so far as it is reasonably practicable, that it:

- Provides a safe and healthy working and learning environment
- Prevents accidents and work-related ill health
- Meets its legal responsibilities under Health, Safety & Wellbeing legislation
- Assesses all risks related to curriculum and non-curriculum activities and puts in place measures to control these risks
- Ensures safe working methods and provides safe work equipment
- Provides effective information, instruction, training and supervision
- Ensures all staff are aware of procedures and consults with employees and their representatives on Health, Safety & Wellbeing matters, as required
- Monitors and reviews safety arrangements and prevention measures to ensure they are effective
- Sets targets and objectives to develop a culture of continual improvement
- Ensures the wellbeing of its employees and adequate welfare facilities throughout the school
- Ensures adequate resources are made available for Health, Safety & Wellbeing issues.

In addition IMAT will ensure that, so far as it is reasonably practicable, the Health, Safety & Wellbeing of non-employees is not adversely affected by Trust or Academy activities.

This Policy Statement, and the accompanying organisational arrangements at Appendix 1, apply to all IMAT Academies.

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Monitoring and evaluation

The Finance, Premises and Health & Safety Sub-Committee of the MAT Board will formally review this policy every 3 years, or more frequently if circumstances or legislation suggest it is appropriate.

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PART 1 – HEALTH, SAFETY & WELLBEING ARRANGEMENTS - IMAT

ROLES & RESPONSIBILITIES

1. Introduction

- 1.1 In order to achieve compliance with the Health, Safety & Wellbeing Policy additional responsibilities are assigned to staff members, Local Governing Bodies and the IMAT Board.

2. The IMAT Board

- 2.1 The Board of Directors has overall responsibility for implementing and achieving the objectives of the Health, Safety & Wellbeing Policy and will ensure that:
- a) Health, safety & wellbeing matters are considered within the Board's decision making process (as set out in the Trust's Scheme of delegation) and any statutory provisions set out in legislation.
 - b) The Health, Safety & Wellbeing Policy statement is clearly written, promotes a positive attitude towards safety for visitors, staff and students in all IMAT Academies.
 - c) The Chief Executive is aware of their health, safety & wellbeing responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
 - d) Processes for reporting, monitoring and reviewing Health, Safety & Wellbeing are implemented.
 - e) Advice and support is available from an appropriate, professional adviser.

3. The Local Governing Body

- 3.1 The Local Governing Body (LGB) is responsible for ensuring that:
- a) The IMAT Policy set out in this document is adopted and implemented and the IMAT Arrangements followed.
 - b) The LGB approves specific health, safety and wellbeing arrangements that meet the specific needs of the school following the guidance in the MAT Arrangements.

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- b) The Headteacher is aware of their health, safety and wellbeing responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) A Health, Safety & Wellbeing Committee is established with representatives from the School Leadership, teaching, school business services and the Governing Body and meeting at least termly.
- d) Clear procedures are created to assess any significant risks and ensure that safe working practices are adopted.
- e) Sufficient funds are set aside with which to operate safe working practices.
- f) Health, safety & wellbeing performance is monitored, failures in health, safety & wellbeing arrangements recognised, and revised, with reference to the IMAT Board as necessary.
- g) An annual review of Health, Safety and Wellbeing is undertaken and reported to the IMAT Board.

4. The IMAT Chief Executive Officer (CEO)

4.1 Reporting to the IMAT Board, the CEO has overall responsibility for ensuring that the Health, Safety & Wellbeing Policy is effectively implemented and that proper resources are made available in order to achieve this.

- a) The CEO will plan ahead, with others, as necessary to make human, financial and other resources available to secure a high standard of Health, Safety & Wellbeing management, taking competent advice on matters of Health, Safety & Wellbeing where relevant.
- b) The CEO will provide the final authority on matters concerning Health, Safety & Wellbeing at work working closely with the Academy Headteachers.
- c) The CEO will make decisions on Health, Safety & Wellbeing issues based on a proper assessment of any risks to Health, Safety & Wellbeing, and will ensure the control of those risks in an appropriate manner.
- d) The CEO delegates specific responsibility for the day-to-day management of safety arrangements, and all those set out below, to the Academy Headteachers, the IMAT Chief Financial Officer (and Pell Frischmann for Sir Graham Balfour School).

4.2 The Chief Executive Officer supports the IMAT Board by ensuring that:

- a) This Policy is clearly communicated to all relevant persons.

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- b) Appropriate information on significant risks is given to visitors and contractors.
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on Health, Safety & Wellbeing.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.
- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant Health, Safety & Wellbeing activities e.g. assessments, inspections, accidents, training etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to the Governing Bodies on Health, Safety & Wellbeing performance is completed annually.

5. The IMAT Chief Financial Officer (CFO)

5.1 The CFO is responsible for:

- a) Working in conjunction with the appointed Health & Safety Advisers (SCC) to advise the CEO and Academy Headteachers and their nominated Facilities Managers/Health and Safety Coordinators on Health, Safety & Wellbeing policy.
- b) Acting for and on behalf of the CEO, ensuring the policy is implemented and arrangements followed.
- c) The engagement of external competency for health, safety and wellbeing matters to support the organisation and arrangements for Health, Safety & Wellbeing.
- d) Ensuring the policy is clearly communicated to all relevant persons.

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- e) Reviewing and advising on health, safety and wellbeing related costs within the IMAT Academies.
- f) In conjunction with the Academy Headteachers and their nominated Facilities Managers/Health and Safety Coordinators, the sourcing and procurement of services deemed to be necessary to ensure the maintenance of the premises and associated services meets the highest standards.
- g) Liaising with the nominated Academy Facilities Managers with regard to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties engaged for without the Academy incurring excessive cost.
- h) Ensuring there is a suitable system in place for records to be kept of all relevant Health, Safety & Wellbeing activities, e.g. assessments, inspections, accidents, training etc.
- i) Ensuring arrangements are in place to inspect the premises and monitor performance.
- j) Ensuring staff are provided with adequate information, instruction and training on Health, Safety & Wellbeing issues.
- k) With the IMAT Academies Headteachers and Facilities Managers, ensure that accidents are investigated and necessary remedial actions are taken or requested.

6. The Academy Headteacher

6.1 The Academy Headteacher is responsible for:

- e) Ensuring that the IMAT Health, Safety & Wellbeing Policy and Arrangements are effectively implemented and that proper resources are made available in order to achieve this.
- b) Ensuring that bespoke health, safety and wellbeing arrangements that meet the specific needs of the school are prepared, approved and published by the LGB following the guidance in the IMAT Arrangements.
- c) Establishing a HS&W Committee to facilitate regular dialogue with staff and governors and to monitor progress against the Academy's HS&W Action Plan.
- d) Planning ahead, with others, as necessary to make human, financial and other resources available to secure a high standard of Health, Safety & Wellbeing

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management in School, taking competent advice on matters of Health, Safety & Wellbeing where relevant.

- e) Making school based decisions on Health, Safety & Wellbeing issues based on a proper assessment of any risks to Health, Safety & Wellbeing, and ensuring the control of those risks in an appropriate manner.
- f) Delegating specific responsibility for the day-to-day management of safety arrangements to a responsible officer in the school who for the purposes of the IMAT arrangements will be designated the Health and Safety Coordinator/Facilities Manager.

7. The nominated Health and Safety Coordinator/Facilities Manager (H&SC/FM)

7.1 The H&SC/FM will ensure:

- a) Despatch of agendas and papers for meetings of the HS&W Committee and the production of minutes and distribution to LG and LGB.
- b) Appropriate consultation arrangements are in place for staff and their trade union representatives.
- c) All staff are provided with adequate information, instruction and training on Health, Safety & Wellbeing.
- d) Risk assessments for all relevant activities are undertaken.
- e) Safe systems of work are in place as identified from risk assessments.
- f) Emergency procedures are in place.
- g) Inspection and testing is in place and records of all relevant Health, Safety & Wellbeing activities e.g. assessments, inspections, accidents, training etc. are maintained.
- h) Arrangements are in place to inspect the premises, monitor performance and collect KPI data.
- i) Accidents are investigated and any remedial actions required are put in place.
- j) The annual premises checklist is completed by Managers, FM and Subject Areas and an Action Plan created.

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- k) The annual Self Evaluation is completed, reported to the Headteacher and returned to the CFO for review.
- l) The Annual Action Plan is monitored, reviewed and updated.
- m) Information is provided to the CFO for compilation into the annual report for LGB and the IMAT on Health, Safety & Wellbeing performance.
- n) Facilities Management responsibilities are undertaken:
 - i. Monitoring of the premises and associated services, systems and equipment, including fire safety tests, carried out in a scheduled and structured manner.
 - ii. The administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment.
 - iii. Risk assessments of the premises and working practices are undertaken.
 - iv. Safe systems of work are in place as identified from risk assessments.
 - v. Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.
 - vi. Establishing the competency of companies or individuals (contractors) to provide professional services meeting required Health, Safety & Wellbeing standards, prior to engagement.
 - vii. The activities of contractors are adequately monitored and controlled.
 - viii. Appropriate information on significant risks is given to visitors and contractors.

8. Visits Coordinator

- 8.1 The Visits Coordinator is responsible for ensuring that the planned visits out of school including day and residential activities are:
 - a) compliant with legal requirements.
 - b) approved by the School LGB.
 - c) processed and sanctioned through EVOLVE (or equivalent).
 - d) covered by the IMAT's insurance policy.

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- e) properly communicated to parents and all necessary information obtained and acted upon.
- f) managed appropriately if any matters arise during the visit.

9. Colleagues with responsibilities during Emergency Evacuations

Fire Marshalls

- 9.1 Each Fire Marshall has a designated area of the school to check and takes full responsibility for a full evacuation of their areas. The Fire Marshalls confirm that the school has been cleared of all occupants. The Fire Marshalls will communicate with the H&SC/FM and the Emergency Services with regard to unaccounted occupants and when the “all clear” can be given and the school re-occupied.

Evacuation Chair Trained Staff

- 9.2. Staff trained to use the evacuation chairs receive annual update training and practice at least termly. Staff members attend the designated evacuation points and leave the building immediately students requiring assistance have been evacuated. Staff members are made aware of student/staff evacuation needs through Personal Emergency Evacuation Plans (PEEPs).

Evacuation & Re-occupation Safety Wardens

- 9.3 Staff designated to ensure a safe evacuation and re-occupation will attend specific predetermined points outside the school to ensure that there are no issues arising between pedestrians and vehicles that would put pedestrian safety at risk.

Staff responsible for checking all students accounted for and supervision prior to “all clear” being given.

- 9.4 Designated colleagues are responsible for checking that all students in their form/house are present by checking the Registers and Absence Slips provided by the School Office and making enquiries about any missing students to establish if they can be accounted for. If any students are not accounted for they must be notified to the Headteacher or a member of the Senior Membership Team. These staff must maintain student discipline prior to the “all clear” and ensure that students disperse in an orderly manner.

School Office

- 9.5 The school office must ensure that a full register (including Sixth Form) is printed half-termly and kept in a secure but accessible place.

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9.6 The school office staff will ensure that the following records are taken out of school in the event of an emergency evacuation:

- ix. a register of students by, for example year-group including contact details for parents
- x. a register of Sixth Formers
- xi. the daily pass slips so that students temporarily off site can be accounted for
- xii. the daily visitor book (paper or electronic) so that visitors can be accounted for

10. Teaching, School Business Services, Staff holding positions of Responsibility

10.1 The Leadership Group, Heads of Faculty, Head of SBS, Subject Heads, Year Heads, SBS Team Leaders, Technicians and Caretakers must:

- a) Apply the school's Health, Safety & Wellbeing Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the School's Health, Safety & Wellbeing procedures and arrangements.
- b) Carry out regular Health, Safety & Wellbeing risk assessments of the activities for which they are responsible, submit reports to the Headteacher or the nominated Facilities Manager where required and ensure that up to date signed risk assessments are uploaded to the school's intranet.
- c) Ensure that all staff under their management are familiar with the Health, Safety & Wellbeing procedures for their area of work and trained and conversant with the use of equipment or special facilities that they are required to use.
- d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the Headteacher or the nominated Facilities Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health, Safety & Wellbeing.

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- g) Ensure all accidents and near misses in areas of responsibility are investigated appropriately.

11 Special Obligations of Teachers

11.1. Teachers are expected to:

- a) Exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies and to carry them out.
- b) Follow the Health, Safety & Wellbeing procedures applicable to their area of work.
- c) Give clear oral and written Health and Safety instructions and warnings to students as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their subject or faculty leader on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- h) Carry out an annual risk assessment on their area of work and report any hazards observed to the Facilities Manager. Upload the risk assessment to the school's intranet.
- i) Regularly check their classrooms for potential hazards, report any issues to the Facilities Manager and update the risk assessment if appropriate.
- j) Report all accidents, defects and dangerous occurrences to their Headteacher/Head of Department in the first instance.

12. Obligations of all Employees

12.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.

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- b) Observe all instructions on Health, Safety & Wellbeing issued by the LGB or any other person delegated to be responsible for a relevant aspect of Health, Safety & Wellbeing.
- c) Act in accordance with any specific Health, Safety & Wellbeing training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their Health, Safety & Wellbeing responsibilities.
- g) Inform their Line Manager of all potential hazards to Health, Safety & Wellbeing, in particular those which present a threat of serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's Health, Safety & Wellbeing arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the Health and Safety implications of such work or purchases are considered.

13. Obligations of Contractors

- 13.1 When the premises are used for purposes not under the direction of the Headteacher, e.g. the provision of school meals, then, ***subject to the explicit agreement of the IMAT Board***, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 13.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Headteacher or Facilities Manager of any risks that may affect the school staff, students and visitors.
- 13.3 All contractors must be made aware of the School's Health, Safety & Wellbeing policy and emergency procedures and comply with these at all times.
- 13.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their

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representative, will take such actions as are necessary to protect the safety of staff, students and visitors.

14. Students

14.1 Students, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the Health and Safety of themselves and others
- b) Observe standards of dress consistent with safety and/or hygiene
- c) Observe all the Health and Safety rules of the school and in particular the instructions of staff given in an emergency
- d) Use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

REQUIREMENTS FOR IMAT ACADEMIES

- 15. Academy Headteachers must review their specific school HS&W arrangements following the headings set out in SECTION 2 and complete section 2 with the specific details for their school.
- 16. Academy LGB's are required to approve this Policy and associated arrangements at their school set out in Section 2.
- 17. Academy Headteachers are responsible for ensuring that this Policy and arrangements are brought to the attention of all staff members, that the document is in an accessible place and that training is provided for all staff.
- 18. Academy Headteachers must ensure that health and safety tasks are carried out in line with premises or health and safety management requirements in accordance with Annex A which provides a comprehensive list of tasks and defines those which are required to be carried out daily, weekly, monthly, quarterly, annually, and every 2 and 5 years.
- 19. The Policy and Arrangements should be reviewed by the Academy annually to ensure that the Arrangements are updated following any accidents, incidents or process changes.

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SELF REVIEW AND AUDIT

20. Academies are required to monitor and review standards of health, safety and wellbeing. This process is carried out in three stages and utilises the framework recommended by the IMAT Health, Safety and Wellbeing Service Adviser (currently from Staffordshire County Council).
- **Step 1.** A Health and Safety Evaluation Checklist of day to day health and safety issues. The relevant sections of this document must be completed by the Academy Facilities Manager, senior Leadership Team and Subject Area Leaders in March each year.
 - **Step 2.** A Health, Safety and Wellbeing Self Audit is to be used by the academy leadership team to help them identify their own health, safety and wellbeing management achievements against defined standards. This document must be completed in June each year and forwarded to the CFO for review before being passed to the Health, Safety and Wellbeing Service Adviser.
 - **Step 3.** A Health, Safety and Wellbeing Audit is completed by IMAT's Health, Safety and Wellbeing Service professional Adviser. These are completed to a planned programme and re-auditing frequency is influenced by the maturity level achieved.
21. In the Operational Control section of the Step 3 Audit, Academies will be monitored against policy/management arrangements relevant to their activities. Outcomes will be monitored by the CFO and reported to the IMAT Trust Board. Headteachers will be responsible for acting on audit outcomes and recommendations and reporting to their LGB on progress.
22. Academies will produce KPI's termly for reporting to LGB and the IMAT Board. The format is set out in Annexe B.
23. Academies will produce an annual report to a standard format for reporting to the LGB and IMAT Board. The format is set out in Annexe C.

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MONITORING AND EVALUATION

24. The Finance, Premises and Health & Safety Sub-Committee of the IMAT Board will formally review this Policy and Arrangements **Part 1** every 3 years or more frequently if circumstances or legislation suggest it is appropriate and will inform the LGB of any changes as they are agreed.
25. The Policy and Arrangements **Part 2** should be reviewed by LGB's annually to ensure that the Arrangements are updated following any accidents, incidents or process changes.

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PART 2 - ACADEMY ARRANGEMENTS FOR HEALTH, SAFETY AND WELLBING

Each Academy will prepare a schedule of their specific arrangements and procedures following the headings and guidance below which will be appended to the IMAT Policy and Arrangements Part 1.

ACADEMY NAME: *[insert School Name]*

The following arrangements and procedures have been established within *[School name]* to comply with the IMAT Policy and Arrangements, eliminate or reduce Health, Safety & Wellbeing risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation including HSE RIDDOR requirements

All accidents and incidents, actual and potential, must be investigated. The depth or thoroughness of any investigation will vary depending on the immediate findings of the investigation and the severity, or potential severity, of the outcome. All accidents or incidents have a direct effect on risk assessment, eg if an original risk assessment had determined that a particular risk had a low likelihood of occurrence, the moment it has manifested itself in the form of an accident, the risk is now immediately elevated to a level of certainty of occurrence.

It is important to note that incidents that may or may not have resulted in an injury (termed a “near miss”) should be reported and investigated in the same way as accidents. Near misses are early warning signals of potential accidents and should therefore be treated very seriously and any lessons for the future should be learned.

On investigation, the cause of an accident may be very clear and obvious, resulting in an equally obvious solution to prevent a recurrence. However, as well as immediate causes, investigations should also determine any underlying causes or indeed root causes of accidents.

It is essential that all staff enter all types of accidents and incidents, including near misses, in the accident book. *[insert relevant school details including location of accident book]*

This accident reporting is for the benefit of the individual who is making the report, as well as for the benefit of all their fellow workers. The accident book must be

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regularly monitored by the designated Facilities Manager to identify any accident trends or marked deviations from accepted good practice.

Preliminary investigations should be carried out by the line manager responsible for the area or activity. Investigations should also involve the affected workforce, focussing initially on those within the area concerned. If necessary, investigations may need to ultimately involve others outside the department or area, or external advisers, depending on the seriousness of the accident or incident.

Some accidents must be reported to the Health and Safety Executive (HSE) under **RIDDOR** - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

IMAT delegates its responsibility to comply with RIDDOR to all its constituent Academies. RIDDOR requires certain **workplace accidents** to be reported.

In relation to RIDDOR, an **accident** is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. Injuries themselves, eg 'feeling a sharp twinge' are not accidents. There must be an identifiable external event that causes the injury, eg a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (eg repetitive lifting), are not classed as 'accidents' under RIDDOR.

RIDDOR only requires accidents that happen '**out of or in connection with work**' to be reported. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out,
- any machinery, plant, substances or equipment used for the work, or
- the condition of the site or premises where the accident happened.

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
 - fractures, other than to fingers, thumbs and toes
 - amputations

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- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment. (Regulation 5)

The majority of potentially reportable accidents in School arise from injuries to students which result in them being taken directly to hospital for treatment (falls under Regulation 5)

IMAT is the employer of all staff in its constituent Academies and fulfils its responsibility for competent and experienced technical advice by purchasing a Health, Safety and Wellbeing service currently from Staffordshire County Council/Entrust Health and Safety Advisory Team.

IMAT has adopted their advisor's procedure for accident reporting as follows:

Form HSF 40 – Accident Investigation Report Form (Annex D) must be completed in the following situations:

- For RIDDOR Reportable Accidents
 - Where a student or visitor/member of the public is taken direct from the school site to hospital for treatment.
 - The death of any person, with the exception of suicides, arising from a work-related accident, including an act of physical violence to a worker.
 - Specified injuries to workers as defined in regulation 4 and detailed above.

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- Where a student or visitor/member of the public attends hospital at some point after the accident for assessment and review.
- For near misses.

The HSF 40 once completed and certified by the Headteacher or nominated member of School staff must be submitted to the Health, Safety & Wellbeing Service within 3 days for RIDDOR reportable accidents and 10 days for minor (non-reportable) accidents or near misses.

The Health, Safety & Wellbeing Service can be contacted on shss@staffordshire.gov.uk or call 01785 355777 for advice and guidance.

2. **Contractors**

Contractors on site are the responsibility of the Facilities Manager. All contractors must be appropriately qualified and experienced in the work they are undertaking. Contractors may require DBS checks depending on the work they are undertaking and the proximity/access to students. Contractors must all sign in using the school entrance security system and wear a contractors badge on a *[insert colour]* lanyard. The Facilities Manager is responsible for ensuring that permits are issued for access to the roof and for hot works. The Facilities Manager is responsible for keeping records of contractors visits and ensuring that all required certificates of work undertaken are completed, correctly stored and accessible.

3. **Educational Visits Safety**

IMAT is the employer of all staff in its constituent Academies and fulfils its responsibility for competent and experienced technical advice for school trips by purchasing an Outdoor Education service from Staffordshire County Council/Entrust.

IMAT Academies must use the EVOLVE system to submit trip details, carry out risk assessment and obtain approval to all outdoor learning, off-site trips and visits in the UK and abroad.

IMAT Academies must appoint an Educational Visits Coordinator (EVC) who will undertake approved training in the responsibilities and practicalities of the role and be the point of contact for advice and guidance for all staff undertaking trips and visits.

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A business case for all trips and visits must be approved by the Headteacher and the LGB and approved trips advised to the IMAT Trustees.

Risk assessments are to be undertaken as part of the preparation for every school visit and they are to encompass the risks of the visit itself plus any accommodation requirements and travel to/from (and between) locations as appropriate.

Risk Assessments for adventurous activities and residential trips must be submitted to EVOLVE 12 weeks before the planned departure date.

Risk Assessments for non-residential and non-adventurous trips must be submitted to EVOLVE 6 weeks before the planned departure date.

If required, risk assessment forms EVC1 (high risk) and EVC 2 (residential) are available on *[insert school location]*. Copies are included as Annex G.

When planning school trips it is important to ensure that staff/student ratios are considered and approved by the Headteacher and that an emergency contact is nominated to remain in school (or in UK for overseas trips) and be contactable at all times.

4. Drugs & Medications

Any drugs or medication, prescribed for students by a doctor, are to be securely held in the *[insert school location]*. Students requiring any drugs or medication so held are to visit *[insert school location]* where arrangements will be made for the drugs to be administered. It should be clearly understood that there is no specific legal requirement for school staff to administer medication to students, nor will there be any contractual requirement to do so. Similarly, there is no requirement to administer medication to employees, visitors or contractors etc. There is, however, a legal duty of care to the health (and safety) of students while they are in school. In certain specific instances this could mean administering medicines, and in all instances the duty includes taking some action in the event of an emergency. This action itself may require the administering of a medicine such as adrenalin in the event of a severe allergic reaction. Any parents or carers who wish the school to take responsibility for administering medication to students should be asked to complete Form 3B (Parental agreement for School to Administer Medication), a copy of which is at Annex F.

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5. Electrical Equipment [fixed & portable]

A fixed wire inspection is required every five years.

Fixed equipment should be inspected at least annually or as required by the manufacturer.

Portable appliance testing should be undertaken annually.

All persons working on fixed electrical equipment, cabling, testing etc are to be competent to do so and safe working practices and systems must be in place, including adequate records to show testing, servicing, maintenance and installation of electrical systems and installed equipment.

A full report is to be forwarded by the contractor to the school and reviewed and retained by the School Facilities Manager. Items that do not pass the test must be removed.

In addition all portable electrical equipment is to be visually inspected on a regular basis by users who are to report any possible defects to the School Facilities Manager without delay.

Staff members who bring their own electrical equipment into School are personally responsible for its electrical safety, should bring only new items in whenever possible and should seek approval of their LG Manager before use.

Managers approving the use of personal equipment should complete Form HSF60 Formal Visual Inspection of Electrical Equipment Log attached as Annex H.

6. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

IMAT requires all its constituent Academies to ensure they have comprehensive and regularly maintained fire protection systems utilising professionally qualified contractors.

All fire appliances (extinguishers, blankets etc) are to be maintained by an appropriately qualified contractor and are to be situated at strategic points around the school.

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All Academies must undertake and annually review fire risk assessments and submit confirmation of this to the CFO.

All staff must be advised of the detailed procedures for fire drills and evacuations at induction and reminders sent after evacuations have been reviewed.

Evacuation procedures should be displayed in every room.

Fire exits and escape routes must be clearly marked on site plans and appropriate signage displayed.

Fire Drills are to be carried out at least termly. A review must be undertaken after every fire evacuation in order to establish any improvements or changes required and any training needs.

Responsibility for calling the Fire and Rescue Service rests with the School.

The fire alarm is to be tested at least weekly by the Facilities Manager. Emergency lighting is to be tested at least termly by the Facilities Manager.

7. Lock Down Procedures

IMAT requires all its constituent Academies to ensure they have an Invacuation/Lockdown Procedure in place.

All staff must be advised of the procedure at induction and reminders sent after Lock Downs have been reviewed.

Lock Down procedures should be displayed in every room.

Lock Down drills are to be carried out at least annually. A review must be undertaken after every drill in order to establish any improvements or changes required and any training needs.

Responsibility for calling the appropriate emergency services rests with the School.

8. First Aid

IMAT requires all schools to implement first aid procedures and recruit and train sufficient First Aiders from among its staff.

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Details of trained First Aiders must be updated termly and displayed in all rooms throughout the school.

All first aid administered must be recorded in first aid folders located in:

- main school office
- PE Staff Room
- all Science teaching rooms
- all D&T teaching rooms
- *[add other school locations]*

Schools should use Form HSF26 (attached Annex I) in the First Aid Folders.

First Aid boxes are located in:

- First Aid Room
- PE Department
- Science Prep Room
- *[add other school locations]*

The Facilities Manager is responsible for arranging the checking and restocking first aid boxes on a termly basis.

If a student, staff member or visitor is injured or becomes ill while on site, the Receptionist is to call for an ambulance if necessary. In the case of a student being taken to hospital, the Receptionist is to identify a member of staff to accompany the student and to remain with them until relieved by a parent or carer or discharged from hospital to School.

A half-termly review of First Aid undertaken is to be prepared by the Facilities Manager and reported to the School Health, Safety and Wellbeing Committee. The format of this report is attached as Annex B.

An annual review of first aid facilities is to be undertaken by the Facilities Manager using Form HSF16 (attached in Annex I).

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9. Glass & Glazing

All glass in doors, windows, side panels etc within school is to be safety glass which complies with the latest regulations. This is the responsibility of the Facilities Manager.

10. Hazardous Substances (COSHH)

IMAT as an employer is required under COSHH to control substances that are hazardous to health. These could cause harm to employees, contractors and users of its Academies. Sometimes substances are easily recognised as harmful. Common substances such as paint, bleach or dust from natural materials may also be harmful.

The Facilities Manager is responsible for obtaining COSHH Safety Data Sheets and undertaking risk assessments and training for materials used in cleaning and maintaining the school premises.

In terms of curriculum delivery IMAT Academies should obtain information about hazardous substances, including their safe use and general support for practical work, from the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). CLEAPSS advice and documentation is recognised by the Health and Safety Executive and the Department for Education.

Schools should be members of CLEAPSS by payment of an annual subscription.

CLEAPSS Publications, which also apply to D&T as well as Science, can be found at <http://science.cleapss.org.uk/Resources> and include:

- Guides
- HazCards
- Laboratory Handbook and computer disk (updated annually)
- Procedures
- Recipe cards
- Student Safety Sheets

In addition, the Association for Science Education (ASE) provides help and advice on all aspects of Health, Safety & Wellbeing in a school science department. Safety data sheets for all chemicals should be held in the Science Prep Room *[insert school location if different]*.

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Documentation on radioactive sources should be held in the Science Prep Room *[insert school location if different]* and all sources are to be signed in and out. The designated Radiation Protection Officer is the School's Head of Science. A radiation inspection must be carried out and certified every three years.

11. Health, Safety & Wellbeing Advice

IMAT subscribes to the Staffordshire CC/Entrust Health, Safety & Wellbeing Advisory service which ensures appropriately qualified advice is received and will be guided by their advice. All constituent Academies will benefit from this service.

12. Housekeeping, cleaning & waste disposal

Academies must maintain the premises and grounds in a clean and tidy condition and ensure that rubbish does not accumulate in any areas. All external and internal waste bins are to be emptied at least daily and bulk rubbish is to be kept in purpose-made bins and secured in a locked bin store.

Floor cleaning of hard surfaces is to be carried out in such a way as to minimise the risk of any person slipping on wet surfaces.

Accumulations of snow/ice must be cleared before staff and students arrive at school by appropriately qualified contractors or trained school staff.

13. Handling & Lifting

Staff are not expected to carry out any significant manual handling. The Facilities Manager should provide a handling service for heavy loads. However, if staff feel that they need to engage in manual handling eg carrying heavy loads of books they should contact the Facilities Manager who will carry out a risk assessment and make necessary arrangements.

For avoidance of doubt:

Manual handling is the transporting or supporting of a load by hand or bodily force and includes any lifting, putting down, pushing, pulling, carrying or moving.

Regulations require a preliminary manual handling risk assessment to identify those tasks where there is a possibility of injury from a manual handling operation. Where a potential problem is identified, a detailed risk assessment should be carried out to establish whether the activity needs to be carried out and, if so, how it can be done safely and efficiently.

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HSF19 should be used to carry out the risk assessment (Annex J).

14. Jewellery

Students are permitted to wear only the following items of jewellery:

- A watch
- One stud in each ear

Wearing expensive watches is actively discouraged. This information is to be included in the student planner issued to each student.

15. Nail Varnish

Students may not wear nail varnish in any Food Technology lessons where food is being prepared.

16. Lettings/shared use of premises

[The specific arrangements pertaining at each IMAT Academy should be summarised in this section.]

17. Lone Working

There is no legal requirement to prevent lone working, however, risks are to be assessed and lone working, when necessary, is to be taken into account.

When lone working is unavoidable, communications and rapid response systems are vital.

IMAT requires all constituent Academies to undertake a preliminary risk assessment Working Alone form GRA058 (Annex K) in any situation where a member of staff will be working alone.

If a member of staff wishes to work late/start early then they must advise the Facilities Manager so that the caretaking staff is aware.

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Working Alone also applies when a member of staff is working in a one to one situation with a student in a student's home or otherwise off-site and a risk assessment must be undertaken.

18. Maintenance / Inspection of Equipment (including selection of equipment)

School equipment can be split into:

- Machinery (ie power driven)
- Other Equipment (eg ladders)

Machinery includes all power saws, planers/thicknesser, drills, CadCam equipment, cookers (including microwaves), washing machines, refrigerators, freezers, sewing machines, tumble driers, ceramic kilns, computers (including file servers), reprographics machinery, power vacuum cleaners (indoor and outdoor), floor scrubbers/polishers, whiteboards, multi-media projectors, printers, panic alarm equipment, portable electrical appliances, recording equipment, televisions and other audio visual equipment, fume cupboards, dust/fume extraction, telephony equipment, autoclaves, pressure cookers, portable air conditioning equipment, sound/lighting desks, electronic pianos etc, fire alarm and smoke detection equipment, all CCTV equipment, the lift, school minibus etc.

All of this machinery must be subject to regular inspection and testing, results of which are retained by the Facilities Manager.

Other equipment includes ladders, scaffold tower, step ladders, waste bins (internal and external) etc.

Whenever any machinery or other equipment is purchased (new or used), consideration must be given to ensure that all appropriate hazards are considered before the equipment is put into use. A checklist available for this purpose and for carrying out risk assessments on current machinery or equipment is included as Annex L.

19. Monitoring the Policy and results

IMAT requires its constituent Academies to nominate a Governor to be responsible for Health, Safety & Wellbeing.

SGB MAT requires its constituent Academies to establish a Health, Safety & Wellbeing Committee (HS&WC) to meet at least termly and include representatives

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from PE, D&T, Science, School Business Services, Facilities Management and the Governors.

The Health, Safety & Wellbeing Committee will review all accidents, first aid statistics, complaints and trends at their half-termly meetings.

The Minutes must be reported to the appropriate sub-committee of the LGB by the governor with responsibility for Health, Safety & Wellbeing.

KPI's will be provided to the CFO for reporting to the LGB and the MAT Board. (see Annex B).

An annual Health & Safety checklist must be carried out by each Academy and completed by March each year. (Proforma attached as Annex M). This will generate an Action Plan.

An annual self-audit carried out by the Academy Leadership Group and completed by June each year must also be carried out. (Proforma attached as Annex N). This will generate an Action Plan and should include any outstanding issues from the Premises Evaluation Checklist action plan. Progress against the Action Plan should be reviewed at each HS&W meeting.

Accident reports must be notified to the Governing Body

An annual HS&W report reviewing the past year must be produced by the Academy and be submitted to the Health Safety & Wellbeing Committee and the appropriate LGB and SGB MAT Board meetings. (Format in Annex C).

20. PEEPs

Personal Emergency Evacuation Plans (PEEPs) must be created for all students and staff who have an ongoing mobility issue which renders them unable to exit the building without assistance in the event of an emergency evacuation.

The PEEP sets out the evacuation arrangements agreed with the student or staff member and is reviewed annually, or after an emergency evacuation.

Students who have a temporary mobility issue must report to Reception where they will be given a short talk about emergency evacuation and given a laminated card that states they can use the lift (other than in an emergency) and where they should

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go in the event of an emergency evacuation. (A copy of the PEEP documentation is attached as Annex O.)

21. Poster on Health, Safety & Wellbeing Law

A poster setting out all relevant aspects of Health, Safety & Wellbeing law must be displayed [*state school location*] and must be kept up to date with current contact details [*state by whom*].

22. Personal Protective Equipment (PPE)

PPE is defined as all equipment which is intended to be worn or held by a person at work and which protects them against one or more risks to their health, safety & wellbeing. In general, PPE is considered to be:

- Head protection
- Eye protection
- Foot protection
- Hand and arm protection
- Protective clothing for the body

More specific (complex) types of PPE are for:

- Ear protection
- Respiratory protection

Academy staff members are required to wear PPE in the following areas:

- Science (lab coats/goggles/gloves)
- Resistant materials (lab coat/goggles/gloves)
- Food Technology (lab coat)
- [*insert other areas relevant to Academy*]
- PPE is to be worn by students in practical lessons in Science and Resistant materials [*insert other areas relevant to Academy*] under the supervision of the classroom teacher.

PPE should be regularly checked to ensure its fitness for purpose and, when required, it should be replaced without delay.

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The requirement for staff and students to wear PPE will arise from a risk assessment, the results of which should be recorded on Form HSF19 attached as Annex J.

23. Reporting Defects

All Academy staff members have a responsibility to report real or potential Health, Safety & Wellbeing hazards, including defects in any equipment. Reports should be made to the Facilities Manager or to any member of the school HS&WC. Committee members should immediately pass on concerns received by them to the Facilities Manager who is responsible for taking any necessary remedial action, including taking equipment out of service while awaiting repair or replacement.

24. Risk Assessments

In addition to specific risk assessments carried out (COSHH, CLEAPPs, Trips etc) general risk assessments for specific/departmental activities must be undertaken as required by the appropriate Faculty/Department. The assessments should identify potential hazards and any risk reduction actions already being carried out and any further actions required to control or eliminate risks.

All Areas should carry out a generic risk assessment on their workspace and review this annually. Any defects identified should be reported to the Facilities Manager.

Specific risk assessments may be required for staff members returning to work following a period of absence due to illness or injury or for female members of staff who are pregnant. These risk assessments should be carried out by the Headteachers' representative in conjunction with the appropriate line managers. Examples of types of risk assessment forms that may be used in these circumstances are at Annex P.

All risk assessments must be reviewed annually or after an incident, whichever is the sooner and uploaded to the School intranet.

25. School Owned Transport

All minibus drivers are required to have regular medical checks and minibus tests at periods not exceeding 5 years. The responsibility for organising these checks and tests lies with the individual who should contact the School's Training Manager.

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School minibuses must be serviced regularly by a qualified provider. In addition, all drivers are personally responsible for carrying out daily safety checks whenever they take out the minibus. These daily checks should be contained in a booklet kept in the minibus and should include:

- Sufficient fuel
- Oil level
- Tyre wear
- Tyre pressures
- Tyre damage
- Windscreen wash level
- Windscreen wash operation
- Handbrake operation
- Footbrake operation
- Damage to windscreen or other windows

Any issues must be noted in a daily checks record and must be reported to the [insert school location/person].

The driver of the minibus must be trained in First Aid and this must be kept up to date.

26. Smoking

All IMAT Academies are no-smoking sites. This includes all buildings and grounds. No smoking notices must be prominently displayed throughout the premises and enforced.

27. Staff Consultation and Communication

A [Academy name] HS&W Committee has been constituted and consists of:

- Headteacher (or representative)
- 1 Governor
- Representatives from following departments:
 - Science
 - Design & Technology
 - Physical Education
 - School Business Services
- Facilities Manager

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- *[insert other members]*

HS&WC meetings are held at least termly and minutes are circulated to all committee members, governors and members of the Leadership Group, as well as being displayed on the school intranet.

All staff members should be issued with a synopsis of their responsibilities for Health, Safety & Wellbeing which outlines:

- General responsibilities
- Accident reporting
- Fire safety
- Work with hazardous substances
- Electrical safety at work
- First aid
- Manual handling
- Work equipment

All staff are obligated to report any health or safety concerns to any member of the HS&WC.

A copy of this policy and arrangements document is available in the *[insert locations and persons]*,

28. Staff Wellbeing

IMAT as the employer of all staff takes staff wellbeing seriously and considers work/life balance to be important.

Staff experiencing wellbeing issues can raise these directly with Line Managers, members of the LG or the Academy's HR Officer, through the return to work process or through colleagues in the pastoral faculty. A staff Wellbeing Risk Assessment may be appropriate and a pro-forma is included at Annex P. a wellbeing package offering 24 hour Doctor telephone consultations and counselling.

The CFO will circulate an annual questionnaire to all staff inviting their views on any/all matters that affect their wellbeing.

[insert other ways that the Academy supports its staff wellbeing].

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29. Supervision (including out of school learning activity/study support)

Students must be properly supervised at all times while on school premises, including during lessons and before school, at morning break, at lunch time and after school. Levels of supervision vary during these periods with on-duty staff responsible for maintaining a presence both in and out of the building during break and lunchtime.

The Headteacher has discretion over staff/student ratios on school trips (County recommendation 1:10).

All Trustees, Governors and staff, including those who are not Academy employees but who regularly come into contact with students, are required to have enhanced DBS clearance. Details of DBS clearances are included in the Single Central Record prepared and held by the *[insert staff position]*.

30. Training and Development

IMAT requires all staff to receive appropriate training.

All staff must be issued with a brief HS&W summary on an annual basis and notified of where the Health Safety & Wellbeing Policy can be found.

New staff must undertake a HS&W induction. Summary details should be included in the Staff Handbook updated and issued annually.

Staff can opt into training in the use of the Defibrillator and Resuscitation techniques and the conduct of risk assessments.

Prior to appointment, staff competencies in areas for which they will be responsible (eg hazardous substances, work at height, use of VDUs etc) are tested by interview and/or references.

Ongoing training is organised for staff with specific responsibilities, eg Health & Safety Co-ordinator, Science/D&T Technician. First Aiders training is updated every three years.

The Facilities Manager is responsible for all appropriate training for premises and/or cleaning staff.

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The *[insert staff position]* is responsible for maintaining training records for the Academy.

31. Use of DSE's (Display Screen Equipment)

Staff who regularly use display screen equipment should complete a DSE Assessment questionnaire every two years, or sooner if required, and submit this to the *[insert position name]* who will review it and make necessary recommendations. (DSE Risk Assessment HSF7 is attached at Annex Q).

Screen filters, foot rests, mouse mats and wrist supports should be made available to affected users upon request to the *[insert position name]*.

A contribution by the school will be made towards eye tests for DSE users if required.

[insert details of school lighting if it has a bearing on DSE use].

32. Vehicles on Site

Vehicle and pedestrian movements on Academy sites should be segregated. This is to be achieved by appropriate signage and necessary fencing. All pedestrians should be encouraged to use marked crossings to cross roads.

Delivery vehicles must only use the allocated access and parking areas and must not drive onto the school playground.

Parents are expected to drop off and collect students outside the school and are not permitted to access or park on site at the start and end of the school day for this purpose.

In the event of a fire drill or emergency evacuation staff will stop vehicles, other than emergency vehicles, from accessing the main site. School fire safety wardens will supervise students leaving the building and safely moving to the evacuation area.

[insert specific school details]

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33. Violence to Staff / School Security

IMAT expects all its constituent Academies to give serious consideration to site safety and security and to undertake a review with the IMAT H&S Advisor.

Vehicle access should be limited and contained to designated parking areas.

Pedestrian access to the site and to the premises should be controlled with as few entrances and exits as possible in operation.

Wherever possible all students, staff and visitors should be required to enter and leave the building via Reception where visitors (including contractors) are recorded and issued with an easily identifiable visitors badge on a *[define colour]* lanyard.

All staff should wear photo badges on a *[define colour]* lanyard.

All sixth formers should wear photo badges on a *[define colour]* lanyard.

There should be no exceptions to this rule which ensures instant identification of anyone in school who may not be authorised.

All staff are expected to challenge anyone in school they do not recognise and who does not have ID.

All staff should be advised of the need to report all incidents of verbal and/or physical violence.

[Academies should insert details of their specific arrangements in this section]

34. Working at Height

Facilities Management staff will carry out all functions involving working at height including setting up and removing displays. There should be no need for staff to use steps or other ladders on a regular basis. Staff and the students in their care must never climb on furniture. Loft ladders should be fitted to all access doors to loft spaces. These are solely for use by Facilities Management staff all of whom should have the necessary training.

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35. Water Hygiene

The safety of hot and cold water is the responsibility of Facilities Management who must ensure that their staff members receive appropriate training for routine testing and an appropriately qualified contractor is appointed.

36. Work Experience

Academies are responsible for co-ordinating all aspects of Work Experience placements for Y10 students and other students. This includes verifying insurance requirements are met, appropriate safeguarding checks are carried out, suitable “mid-term” visits are made and final reports are prepared. Employer inspections must be carried out by a qualified and experienced contractor appointed for this purpose.

Work experience placements are the responsibility of *[insert school position]*

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Annexes

Annex	Form No	Detail
A	HSFA	Health and Safety Planner for SGB MAT Academies
B	HSFMAT A	IMAT KPI Report preforms
C	HFSB	IMAT Annual Report to School LGB proforma
D	HSF 40	Accident Investigation Report Form
E	HR58 HSF46	Contractors Health & Safety Competency Contractors Hazard Exchange Form
F	Form 3B	Parental Consent for School to Administer Medication
G	EV1 EVC1 EVC2 EVRA	External Visit Application Form Providers Checklist Providers Checklist (Residential) Risk Assessment proforma
H	HSF 59 HSF 60	Electrical Appliance Inventory Formal Visual Inspection of Electrical Equipment Log
I	HSF26 HSF16	First Aid Record Sheet Assessment of First Aid Provision
J	HSF19	Risk Assessment for Lifting, Manual Handling and Personal Protective Equipment
K	GRA058	Working Alone
L	Appendix 1	Machinery Checklist
M	HSF1	Annual Checklist
N	HSF3	Annual Self Audit
O	HSFMAT	PEEP proforma
P	HSF 19	Risk Assessment Staff Wellbeing Form
Q	HSF7	DSR Risk Assessment

Health and Safety Planner for IMAT Academies

There are a number of health and safety tasks which must be carried out by schools in line with premises or health and safety management requirements. This document outlines these tasks and defines those which are required to be carried out daily, weekly, monthly, quarterly, annually, and every 2 and 5 years.

Section 1 - Health and Safety Management - Ongoing Tasks

Area of work	What is required
Health and Safety Leadership <ul style="list-style-type: none">– Staff / SLT Roles and Responsibilities staff aware of what their role is and support H&S Policy and Headteacher in carrying them out– Health and safety Policy in place and effective in determining the H&S culture– General Housekeeping– Accident Reporting (including violent incidents or traffic accidents)– Consultation and Communication	Continuous
PPE Use	Pre-use condition check Ensure staff are wearing correct equipment
Emergency procedures	Have in place plans for emergency Preparedness (Contingency) Review and test annually

Section 2 - Daily Premises issues - Ongoing (as required) tasks

Area of work	What is required
Playground	Daily visual inspection to check for hazards
Playing fields	
Paths and access routes	
Contractors (<i>where employed directly</i>)	Pre-work checks and documentation. During work activity – regular reviews. Post work review of performance Hazard Exchange information
Asbestos Records Systems Manual in place and staff aware	Manual present in all premises Any actions required are part of a plan to carry out Manual brought to the attention of contractors Annual reminder of information in manual to staff
Water Hygiene Record Systems Manual	Present in all premises Annual reminder of information in manual to staff Staff who have responsibilities to carry out Water temperature checks are aware of what to do, carry out and record. Thermometer accuracy – checked during a service visit by the water hygiene consultant
Premises License	Must be held by premises who wish to hold public entertainment

Driving for Work (Vehicle owned by Academy)	Annual check -Driver has licence -Vehicle MOT and insurance up to date -Driver assessment where necessary
Driving for Work (Vehicle owned by driver)	Annual -Drivers Licence MOT Road tax Insurance -Driver assessment where necessary
Work equipment e.g. sports, office equipment	Visual pre-use check Used and operated in correct way
Access equipment for work at height e.g. ladders, scaffold towers, mobile equipment such as cherry pickers	Daily pre-use check
Swimming Pool water hygiene checks	If required. Periods recommended by the manufacturer Includes swimming pools and Jacuzzi baths/hydrotherapy pools

Section 3 - Weekly tasks

Area of work	What is required
First Aid Box	Ensure staff member has responsibility to do this Regularly check contents and replenish with recommended contents only
Local exhaust ventilation (including fume cupboards)	Weekly Visual Checks
Fire Alarm tests	Weekly for electric systems (different call points)

	See - Six monthly for manually operated systems
Water temperature checks	Weekly - Flushing of little used or disused outlets (identified by the water system survey)
Swimming Pool checks	Weekly (depends upon type of test)

Section 4 - Monthly tasks

Area of work	What is required
Water temperature checks: -Cold water systems – temperature checks -Hot water systems – temperature checks for scalding prevention -Hot water system – temperature checks for Legionella prevention	Depending on type of water outlet

Section 5 - Quarterly/termly tasks

Area of work	What is required
Shower head/spray tap cleaning	Quarterly (minimum) or more frequent if necessary Cleaning in line with Water Hygiene Policy
Guttering / grids	Twice during winter months - clear any blockages
Fire Drills	Each Term

Section 6 - Six Monthly

Area of work	What is required
Lifting Equipment	Six or twelve monthly inspections depending on the equipment schedule carried out by lifting equipment contractor
Fire Alarm tests	Six monthly for manually operated systems
Lifts	6 month inspection if passenger lift 12 month inspection if goods lift Carried out by lifting equipment contractor
Water Hygiene Policy - Air conditioning equipment	Serviced in accordance with the manufacturer's instructions every 6 months by the contractor appointed by the Council

Section 7 - Annual tasks

Area of work	What is required
H&S Policy Review H&S Policy and local arrangements	Review to ensure that roles and responsibilities are defined and that school procedures are in place. Refresh information to staff, parents and students as necessary.
Competent H&S Advice Sign up to H&S Service Level Agreement or ensure services of a Competent Adviser	Annually (in April - Service runs from Sept – Sept) Ensure that there is competent health and safety advice available. Where this is not provided by Strategic Health and Safety Services information about the provider of competent H&S advice will be requested.

Design and Technology - where required	Annual inspection takes place where required. Where D&T equipment requires ongoing maintenance contract. D&T Service Level Agreement as required or ensure services of a Competent Person
Insurance Display new Insurance Certificates (Employer Liability and Public Liability)	Annually (September)
Self Evaluation of H&S (Step 1 of Audit and Evaluation Process)	Annual review of day to day health and safety activities. To take place in OCTOBER each year, results retained in school.
Self Audit (Step 2 of Audit and Evaluation Process)	Annual review in JANUARY of health and safety management within the school. Level of achievement in each category agreed and action plan to be created. Send overview and action plan to Strategic Health and Safety Service.
Fire extinguisher servicing	Annually by contractor
Risk Assessments Create and review Risk Assessments for -General premises and activities -COSHH (Control of Substances Hazardous to Health) -Manual handling -Fire -Work Equipment	Create for existing tasks or when new activity introduced Review at adequate intervals, when significant changes occur, when new hazards are identified or when an accident occurs

<ul style="list-style-type: none"> -Display Screen Equipment -Working at height -Vibration -Noise at Work -Educational Visits -Curriculum activities (including PE) 	
Safe Systems of Work Create and review as necessary	Linked to risk assessments and other health and safety procedures Create and review annually as required.
Training and Competency of staff	Annual plan and review In line with training plans, risk assessments, and Personal Review process
First Aiders (where First Aiders are appointed)	RECOMMENDED annual refresher (for certificates after Oct 2009) 3 year re-certification
Emergency Aiders (Where Appointed)	RECOMMENDED annual refresher (for certificates after 2009) 3 year full recertification
Medication Policy	Review annually that procedures in place and roles of staff defined
Portable appliance inventory	Review annually or create when new equipment is brought into use
Portable appliance testing (PAT)	PAT test in line with County Council Policy and internal contracts Regular visual checks by users PAT testing - dependent upon type of equipment

Swimming pool equipment – electrical checks	Annual formal test
Local exhaust ventilation	Every 14 months - Formal examination – competent contractor must be in place
Lifting equipment inventory	Ensure that all lifting equipment is added to this inventory Review annually or when new equipment is brought into use
Lifting Equipment	6 or 12 monthly inspections dependent upon type of equipment - contractor
Fire Risk Assessment	Create new if required or annual review of the assessment
Ladders and other access equipment inventory e.g. Ladders, step ladders, kick stools, scaffold towers	Create inventory Review annually or when new access equipment is brought into use Annual condition check
Access equipment for work at height e.g. scaffold towers, mobile equipment such as cherry pickers	Create inventory Daily pre-use check Review annually or when new access equipment is brought into use Annual condition check Annual maintenance condition check
Work equipment inventory	Create and review annually or when new work equipment is brought into use Annual maintenance or condition check
PPE condition check	Annual maintenance or condition check See also Daily pre-use check
Building Security	Annual test – contractor

Alarms, locks	
Gas Boilers	Annual service and test (Contractor must be on Gas Safety Register)
Gas Appliances (Catering)	Annual service and test (Contractor must be on Gas Safety Register)
Gas (Laboratory)	Annual service and test (Contractor must be on Gas Safety Register)
Radiation	Frequency details to be checked by responsible person
Lifts	12 month inspection if goods lift
Windows	Annually (respond to reports of damage or malfunction) Ensure replacement glass and glazing is installed in line with correct glazing standards

Section 8 - Every 2 years

Area of work	What is required
Water system risk assessment review	Every two years - contractor review (to be checked against contract)

Section 9 - Every 5 years

Area of work	What is required
Fixed Electrical equipment	Every 5 years - Contract

For more information, please contact the Chief Financial Officer, IMAT.

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