



**HEALTH, SAFETY AND WELLBEING
POLICY**

SIR GRAHAM BALFOUR

INSIGHT MAT POLICIES AND PROCEDURES

CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
May 2017	0.a	Initial Draft
July 2018	1.0	Changes agreed and policy approved at Trust Board Meeting
March 2021	1.a	Minor amendments
March 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
Autumn 2024	3.a	Complete rewrite of policy following review
Autumn 2024	4.0	Approved at Board Meeting on 04.12.2024

Next Review	Autumn 2025
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AUTHORISATION

Approved at Trust Board Meeting held on 4th December 2024

Signed:



04.12.2024

Chair of Board

Date

INSIGHT MAT POLICIES AND PROCEDURES

Purpose

Insight Multi-Academy Trust (IMAT) promotes the health, safety & wellbeing of staff, students and visitors in accordance with the Health, Safety & Wellbeing at Work Act 1974 and subsequent legislation.

Policy

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

- all places and premises where employees and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained,
- sufficient information, instruction, training and supervision is available and provided to ensure that employees and students can avoid hazards and contribute in a positive manner towards their own and other health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above IMAT will ensure that so far as it is reasonably practicable, that the health and safety of non-employees is not adversely affected by Trust or Academy activities.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy.

All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety and wellbeing and that of other people who may be affected by their acts or omissions.

This Policy Statement, and the accompanying organisational arrangements supersede any previously issued.

Monitoring and evaluation

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

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PART 1 – HEALTH, SAFETY & WELLBEING ARRANGEMENTS – ORGANISATION AND RESPONSIBILITIES

1. Introduction

- 1.1 In order to ensure that health, safety and welfare issues are dealt with in accordance with each establishment's health, safety and wellbeing needs, the following organisational framework has been adopted by the IMAT Board of Trustees.

2. The IMAT Board/Employer

- 2.1 The Board of Trustees has overall responsibility for ensuring that risks are managed as far as is reasonably practicable. They will:
- a) Provide strategic guidance for health and safety.
 - b) Ensure that each Academy has a structure in place to manage health and safety, which includes planning, implementation, monitoring, reviewing and auditing.
 - c) Ensure advice and support is available from an appropriate professional adviser.
 - d) Consider health and safety related information, statistics and reports.
 - e) Monitor and review health, safety and wellbeing issues.
 - f) Ensure adequate resources for health and safety are available.
 - g) Review and monitor the effectiveness of this policy.

3. The Local Governing Body

- 3.1 The Local Governing Body (LGB) will:
- a) Review the school safety policy regularly.
 - b) Ensure staff receive adequate training to enable them to carry out their responsibilities.
 - c) Work in close partnership with the headteacher and senior management team to promote and support sensible health and safety management and to challenge as appropriate.
 - d) Consider health and safety related information, statistics and reports.
 - e) Monitor and review health, safety and wellbeing issues.
 - f) Ensure adequate resources for health and safety are available.
 - g) Nominate a Link Governor for health, safety and wellbeing.
 - h) Ensure a Health, Safety and Wellbeing Committee is established.
 - i) Ensure advice and support is available from an appropriate professional adviser.
 - j) Seek advice from and receive reports from the County Council Health and Safety Advisors and the school Health and Safety Co-ordinator as appropriate and take actions as necessary.

4. The IMAT Chief Executive Officer (CEO)

- 4.1 Reporting to the IMAT Board, the CEO has responsibility for ensuring that the Health, Safety & Wellbeing Policy is effectively implemented. The CEO will:
- a) ensure appropriate resources are available taking competent advice where relevant.

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- b) provide the final authority on matters concerning health, safety & wellbeing at work, working closely with the Academy Headteachers.
- c) provide health and safety related information, statistics and reports to the Board of Trustees.

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.
- 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) Reviewing and advising on health, safety and wellbeing related costs within the Academies.
- e) 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.
- f) 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.
- g) 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.
- h) Ensuring arrangements are in place to inspect the premises and monitor performance.

6. The Academy Headteacher

6.1 The Headteacher is responsible for implementing the policy and for the day-to-day management of health and safety. To do this they will:

- a) Promote a positive and open health, safety and wellbeing culture in the school.
- b) Ensure an effective local policy for health, safety and wellbeing is produced and communicated to all staff.
- c) Report key health and safety issues to the Governing Body.
- d) Seek advice from other organisations or professionals as required.
- e) Ensure that all employees understand their responsibilities and co-operate with the policy.
- f) Appoint appropriate persons with areas of responsibility within the school to implement the policy.
- g) Develop and implement safety procedures.
- h) Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- i) Ensure employees have access to appropriate support, advice and training to help them manage risks responsibly.

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- j) Arrange safe systems of work as identified by the risk assessments.
- k) Arrange annual audits of health & safety systems.
- l) Ensure appropriate records are kept.
- m) Ensure premises and equipment are maintained, inspected and tested so they are safe.
- n) Ensure adequate resources for health and safety are available.
- o) Ensure suitable emergency procedures are in place.
- p) Ensure that accidents are reported both internally and to external authorities as required and that accidents are investigated and remedial action taken.
- q) 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.
- r) Where appropriate, ensure appropriate consultation arrangements are in place for staff and TU representatives.

The Headteacher will delegate some functions and responsibility for health and safety matters to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the headteacher from the ultimate responsibility and accountability for health and safety within the school.

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

7.1 The H&SC/FM will ensure:

- a) All staff are provided with adequate information, instruction and training on health, safety & wellbeing.
- b) Risk assessments for all relevant activities are undertaken throughout the establishment. Safe systems of work are in place as identified from risk assessments.
- c) Emergency procedures are in place.
- d) Annual inspection and testing is in place and records of all relevant health, safety & wellbeing activities e.g. assessments, inspections, accidents, training etc. are maintained.
- e) Arrangements are in place to inspect the premises, monitor performance and collect KPI data.
- f) Accidents are investigated and any remedial actions required are put in place.
- g) The annual premises checklist is completed by Managers, FM and Subject Areas and an action plan created, to be monitored, reviewed and updated regularly.
- h) The annual Self Evaluation is completed, reported to the Headteacher and forwarded to the CFO for review.
- i) Information is provided to the CFO for compilation into the annual report on health, safety & wellbeing performance.
- j) Arrange annual repair, maintenance and testing/inspection of equipment.
- k) Arrange for adequate provision of first aid materials and firefighting appliances.
- l) Working arrangements are agreed with contractors working on the premises.
- m) Premises and associated services, systems and equipment, including fire safety tests, are carried out in a scheduled and structured manner.
- n) Risk assessments of the premises and working practices are undertaken.
- o) Safe systems of work are in place as identified from risk assessments.

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- p) Plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- q) Establishing the competency of companies or individuals (contractors) to provide professional services meeting required Health, Safety & Wellbeing standards, prior to engagement.
- r) The activities of contractors are adequately monitored and controlled.
- s) 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 LGB.
 - c) processed and sanctioned through EVOLVE (or equivalent).
 - d) covered by the IMAT's insurance policy.
 - 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

- 9.1 Staff with responsibilities during emergency evacuations will be provided with appropriate training. These may include:
- Fire Marshalls
 - Evacuation chair trained staff
 - Evacuation and re-occupation safety wardens

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 health and safety procedures and arrangements.
 - b) Carry out regular 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 any health and safety 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 from members of staff or refer them to the Headteacher or the Facilities Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.

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- e) Carry out regular inspections to ensure that equipment (including PPE), 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 employees and students to avoid hazards and contribute positively to their own health, safety & wellbeing.
- g) Ensure all accidents and near misses in areas of responsibility are reported promptly and investigated.

11 Teachers (including supply/agency)

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) Carry out regular safety checks of their area of work and report any concerns.
- c) Ensure that safety instructions are given clearly to all students prior to commencing practical sessions.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to subject or faculty leaders 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 specific lessons on health and safety in line with national curriculum requirements for safety in education.
- g) 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.
- h) Report all accidents, defects and dangerous occurrences to their line manager in the first instance.

12. All Employees and Volunteers

12.1 The law requires employees to:

- a) Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- b) Co-operate with the school management on all health and safety matters.
- c) Do their work in accordance with training and instructions.
- d) Report any work situation or working practices representing a serious or imminent danger to their line manager, so that remedial action can be taken.

Employees should also:

- a) Report all accidents and near misses in line with the reporting procedure.
- b) Report immediately to their line manager any (or any perceived) shortcoming in the arrangements for health and safety.
- c) Know and apply emergency procedures in respect of fire, first aid and other emergencies.

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- d) Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and wellbeing.
- e) Participate in the risk assessment process and comply with findings.
- f) Use all work equipment and substances in accordance with instructions, training and information received.
- g) Exercise good standards of housekeeping and cleanliness.
- h) 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. Contractors

- 13.1 When the premises are used for purposes not under the direction of the Headteacher, e.g. the provision of school meals by a 3rd party, 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.

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.
 - e) Inform any member of staff of any situation which may affect their safety.

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 LAC of any changes as they are agreed.
25. The Policy and Arrangements **Part 2** should be reviewed by LAC's annually to ensure that the arrangements are updated following any accidents, incidents or process changes.

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PART 2 - ACADEMY PROCEDURES AND 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. Please also refer to the annexes below for further guidance and information.

ACADEMY NAME: SIR GRAHAM BALFOUR SCHOOL

The following arrangements and procedures have been established within Sir Graham Balfour School to comply with the IMAT Policy and Arrangements and to eliminate or reduce health, safety & wellbeing risks to an acceptable level and to comply with minimum legal requirements:

Health, Safety and Wellbeing Policy

The policy has 4 parts:

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - The detailed arrangements and procedures for health, safety and wellbeing within the school.

Part D - The Key Performance Indicators.

A. Introduction

This policy complements (and should be read in conjunction with) the Insight Multi-Academy Trust Health, Safety and Wellbeing Policy. It records the local organisation and arrangements for implementing the Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.

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- sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives form part of this policy.

All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

Signed: 	Signed: 
Mike Winkle Chair of Governors/Board	Matthew Mason Headteacher/Principal
Date: 04.03.2025	Date: 04.03.2025

This policy statement and the accompanying organisational arrangements supersede any previously issued.

C. Health and Safety Management Arrangements

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

Competent Health and Safety Advice

The school has a health, safety & wellbeing service level agreement with Staffordshire County Council SHSS@Staffordshire.gov.uk 01785 355777.

Monitoring Health and Safety

- The Executive Business Manager (H&S Co-ordinator) is responsible for reviewing H&S policies and procedures, the monitoring of accidents and compilation of statistics.
- The Executive Business Manager is responsible for devising KPI's, for measuring and reporting health and safety performance and for reporting to the Local Governing Body.
- The annual Internal Audit is carried out by the H&S Co-ordinator in conjunction with appropriate Subject Leaders.
- The annual H&S Self Evaluation Audit is carried out by the H&S Co-ordinator and Leadership Team.
- The main H&S Policy is reviewed annually by the H&S Co-ordinator, ensuring any change in policy are notified to staff.
- An external Audit is carried out every 5 years.

Effective Date: 04.12.2024

Health, Safety and Wellbeing Policy & Arrangements for SGB

Issue: 4.0

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- Pell Frischmann is responsible for reviewing their H&S Policies and procedures, and monitoring and recording their premises and site health and safety statistics.

1. Accident and Incident Reporting, Recording & Investigation

- All accidents, incidents and near misses are recorded in the accident book held in Reception.
- First aid treatment is recorded in first aid books held at Reception and the Science, Technology and PE faculties.
- The Admin Officer records the accident/incident on the electronic database managed by Staffordshire County Council/Entrust. The Health & Safety Co-ordinator reviews all accidents, investigates where necessary and updates the database.
- Staffordshire County Council/Entrust review and report relevant incidents for RIDDOR on behalf of the school.
- Faculty Managers will review accidents/incidences and update Risk Assessments if necessary.
- Accident and first aid incidents are monitored through the Health & Safety Committee and are reported to the Finance, Resources, Health & Safety Sub Committee.

2. Asbestos

There is no asbestos at Sir Graham Balfour School.

3. Communication

- All new staff receive a health & safety induction from the H&S co-ordinator.
- Health and safety information is communicated to staff as necessary via email, briefing and staff meetings.
- Information shared will include changes to policy and procedures, risk assessments, departmental health and safety updates, HS & wellbeing briefings and guidance from leadership and specialist advisors (including Pell Frischmann).
- A copy of the health, safety and wellbeing policy and related policies are uploaded to the shared staff area and the school website. Annually, all staff are required to confirm that they have read the policy and understand their health, safety and wellbeing responsibilities.
- Staff can make suggestions through the H&S Co-ordinator or the HS&W Committee.

4. Construction Work *See also Contractor Management

- Contractors on site, including those appointed by the school, are the responsibility of the Facilities Manager, Pell Frischmann. The Facilities Manager arranges the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments and takes responsibility for monitoring contractors working methods.
- Staff should report any concerns about contractors to the H&S Co-ordinator or the Facilities Manager.

5. Consultation

- The H&S Co-ordinator consults with staff on health and safety matters.
- Staff can make suggestions and raise concerns through the H&S Co-ordinator or the HS&W Committee.

6. Curriculum Areas – health and safety (including educational visits/off-site activities)

- All teaching staff are responsible for undertaking suitable risk assessments prior to commencing hazardous activities or when using specific equipment.

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- In addition to the school policy, Science, D&T and PE faculties establish their own departmental health and safety policies and risk assessments specific to their departmental activities. Staff must be aware of CLEAPSS and COSSH and be suitably qualified to teach certain activities.
- Teaching staff liaise with the Educational Visits co-ordinator in order to undertake suitable written risk assessments prior to any trips.

7. Display Screen Equipment use (including PC's, laptops and tablets)

- Every two years, the school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.
- DSE assessments are recorded and any control measures required to reduce risk are managed by the H&S Co-ordinator.

8. Electrical Equipment [fixed & portable]

- Pell Frischmann arrange for fixed electrical wiring tests to be carried out every 5 years, records are kept by Pell Frischmann.
- The H&S co-ordinator arranges for portal equipment to be PAT tested every 2 years, records are kept within Finance.
- Staff are expected to visually inspect all electrical items prior to use. Defective equipment must be taken out of use and reported to the H&S Co-ordinator immediately.
- Personal items should not be brought into or used in the school.

9. Emergency Preparedness

The Headteacher and the Leadership Team are responsible for developing and maintaining the school's Business Continuity Plan. The school liaises closely with Pell Frischmann who have responsibility for premises and facilities related continuity.

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

- The H&S co-ordinator, with the support of Pell Frischmann, reviews procedures to be followed.
- Pell Frischmann, is responsible for undertaking and reviewing fire risk assessment.
- Pell Frischmann is responsible for regularly maintaining fire protection systems including a weekly fire alarm test and termly emergency lighting testing.
- School is responsible for maintaining fire appliances (extinguishers, blankets).
- Evacuation procedures are reviewed regularly and communicated to staff following any changes to procedure, during staff inductions and at the start of each academic year.
- Emergency evacuations are carried out termly. Specified support staff and leadership team have responsibilities as fire marshalls and ensuring the building is cleared. The tennis courts are used as the assembly point.
- Evacuation procedures are displayed in every room.
- School is responsible for calling the fire and rescue service.

11. First Aid *see also Medication

- The school has a number of staff trained in First Aid at Work, Emergency/School First Aid and Outdoor First Aid. A list should be displayed in every room. Refresher training is carried out as required.
- First aid boxes are stocked up by the Office Manager and are located:
 - First aid room

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- PE Department
- Science prep room
- First aid administered must be recorded in the first aid folders:
 - Reception
 - PE staff room
 - All Science teaching rooms
 - All D&T teaching rooms
- Receptionist will call an ambulance if necessary and a member of staff may accompany students to hospital until parents arrive.
- Defibrillators are located in Reception and the Sportshall.

12. 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, Pell Frischmann.

13. Hazardous Substances (COSHH)

- Pell Frischmann are responsible for the selection, risk assessments and use of COSHH substances around site and for the selection and use of PPE and ensuring their staff are suitably trained in cleaning and maintaining the school premises.
- Teachers are responsible for the selection, risk assessments and use of COSHH substances required for use in the curriculum and for the selection and use of PPE during lessons, ensuring they are suitably trained.
- Lab technicians are responsible for the safe storage of hazardous substances in Science. Safety data sheets should be held in the Science Prep room.
- The D&T technicians are responsible for the safe storage of hazardous substances in Technology.
- The Radiation Protection Supervisor for the school is Mrs D Tranter.
- Science and Technology use CLEAPPS as a resource.

14. Health and Safety Law Poster

The Health and Safety at Work poster is displayed in the staffroom.

15. Housekeeping, cleaning and waste disposal

The Facilities Manager, Pell Frischmann, maintains the premises and grounds in a clean and tidy condition, ensuring that rubbish does not accumulate. Waste bins are emptied at least daily and bulk rubbish is kept secured in a locked bin store.

Floor cleaning is carried out to minimise risk of slipping on wet surfaces.

Snow shifting and gritting is undertaken when needed.

16. Infection Control

- The school follows national guidance published by Public Health England (PHE) when responding to infection control issues. Staff and students are encouraged to follow good hygiene practices at all times.
- Pell Frischmann are responsible for ensuring that the school environment is cleaned frequently and thoroughly and that appropriate PPE is worn when cleaning away spillages.
- Clinical waste is collected by a registered clinical waste contractor.
- The school follows recommended exclusion periods outlined by PHE for infectious diseases and illnesses and follows advice about the appropriate course of action to take in the event of an

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epidemic.

17. Lettings

All lettings outside of school hours are managed by Pell Frischmann.

18. Lone Working

- Pell Frischmann site staff must be made aware of any staff lone working after hours/during holidays.
- Risk assessments are undertaken for staff working in a one-to-one situation with a student in a student's home or other off-site venue.

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

- Ownership of equipment is split between the school and Pell Frischmann.
- Pell Frischmann's Planned Preventative Maintenance System records the requirements for their statutory inspections.
- The school are responsible for: PAT testing, fire extinguishers, evac chairs, climbing ropes and gear, PE equipment, stage lighting, radiation checks, Food Tech cookers, D&T equipment, sewing machines and some engineering inspections not covered by PF.
- Records of inspections are retained by either Pell Frischmann or the school.
- New equipment is selected by the Network Manager or the Executive Business Manager and installation is supervised by Pell Frischmann or an appropriately qualified contractor.
- Staff should report broken or defective equipment to Pell Frischmann or the Executive Business Manager.
- Equipment on school site owned and used by contractors is the responsibility of the contractor.

20. Manual Handling & Lifting

- The Facilities Manager (Pell Frischmann) should provide a handling service for heavy loads, ensure site staff receive appropriate training and risk assessments are in place.
- Manual handling and lifting by school staff is avoided where possible, however staff can complete a risk assessment with the H&S Co-ordinator if required.

21. Drugs & Medication

- Parents must complete Care Plans and ensure their children have adequate supplies of medication in school. Students are expected to self-administer in the presence of a first aider however, specific staff will be trained to administer Epi pens and any other special requirements such as administration of epileptic drugs.
- All drugs will be stored securely in the medical room and administration records will be kept for all students.

22. Personal Protective Equipment (PPE) (links to Risk Assessment)

- Pell Frischmann is responsible for ensuring that appropriate PPE is available and worn where site related risk assessments deem it necessary.
- School staff and students will wear PPE when a risk assessment deems it necessary.
- The line manager of the individual, or teacher, is responsible for the selection of suitable PPE, for the supervision of its use and for ensuring proper use of PPE.
- The individual is responsible for the periodic checking and maintenance of the equipment.

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23. Reporting Hazards or Defects

- Premises and fixed equipment defects should be reported to the Pell Frischmann help desk via email.
- All other hazards or defects should be reported to the H&S co-ordinator (verbally or via email) who will determine interim measures to be taken pending rectification and arrangements for remedial works, liaising with Pell Frischmann as required.

24. Risk Assessments

- Site and premises related risk assessments are the responsibility of Pell Frischmann.
- School related risk assessments are carried out by H&S Co-ordinator, Faculty/Department Heads, Visit Leaders as required.
- Annual monitoring and review is carried out by the H&S Co-ordinator and subject leaders, or more frequently if an incident occurs and additional controls are required.
- Individual risk assessments are carried out for staff and students where required.

25. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.

26. Stress and Employees Well-being

- Staff are aware that they have the responsibility to take care of their own health and wellbeing and the school supports employees to do this as follows:
- Any concerns are reported to the relevant line manager in the first instance, who will liaise with the Executive Business Manager or Headteacher on personnel issues. An individual risk assessment may be appropriate.
- All staff receive a return-to-work interview with a member of Leadership.
- All staff have access to a Wellbeing programme which includes an App, access to doctors/ nurses/ counselling, fitness advice etc.
- Where necessary staff members may be referred to Occupational Health.
- The school has a Wellbeing Committee which meets half termly. Staff are encouraged to bring any concerns to the committee or its members.
- Staff are encouraged to leave comments in the "Grumble box" and "Happy box", which leadership review and address termly.
- An annual calendar of events, report deadlines and meetings is produced for each academic year and is updated as required.
- A team stress risk assessment has been completed and will be reviewed regularly.
- Refreshments are provided for the morning break.
- Annual contribution towards the cost of flu vaccines.

27. Training and Development

- The Facilities Manager (PF) is responsible for training premises and cleaning staff.
- All new staff receive H&S training by the H&S Co-ordinator during their induction which includes H&S, fire, lockdown, first aid and emergency procedures.
- Staff with specific responsibilities, eg Science and Technology technicians receive ongoing training and refer to COSHH and CLEAPPS as appropriate.
- First aiders training is updated every 3 years.
- All staff issued with a brief HS&W summary on an annual basis.

INSIGHT MAT POLICIES AND PROCEDURES

- Performance management managers identify any H&S training needs as part of the annual performance management process.
- The PA to Leadership maintains a record of training.

28. Vehicles owned or operated by the school

- The school lease a minibus through Fleetcare.
- All drivers must pass the minibus drivers medical, have regular minibus checks and hold a valid licence (monitored by PA to Leadership).
- All drivers should carry out safety checks before use – booklet of the checks is kept in the minibus. Any issues must be noted in the daily checks record and reported to the School Office.
- The Office Manager arranges servicing, maintenance and repair through Fleetcare.

29. Vehicle movement on site

- Vehicle access to the site is limited to the main drive from North Avenue to the main buildings.
- Pedestrians are able to keep to a pathway and have access to appropriate crossings.
- Delivery vehicles are encouraged not to access the site during break and lunch.
- Speed signs are displayed on the driveway.
- Parents are not permitted access to drop off or pick up students – regular reminders are issued.
- In the event of an emergency evacuation or fire drill, Pell Frischmann staff will stop non-emergency vehicles from accessing the school site. School fire safety wardens supervise students across the carpark to the evacuation area.

30. Violence and Aggression and School Security

- Visitors (including Pell Frischmann visitors and contractors) are signed in and issued with a visitors badge (red lanyard) at Reception. 6th Formers are required to wear a purple lanyard.
- All staff are required to wear a badge (blue lanyard) and are encouraged to be vigilant and report to Reception any sighting of unknown persons encountered on site without a visitor badge.
- Pedestrian access is possible through the school site via the main drive or through the Oaks & Parkside gates, which are locked by Pell Frischmann from 10:40 to 14:30 (Oaks) and 10:40 to 11:30 (Parkside) Monday to Friday and at weekends.
- Staff report all incidences of violence to the Headteacher who will arrange for the incident to be investigated.

31. Water System Safety

The Facilities Manager (PF) is responsible for managing water system safety, ensuring their staff receive appropriate training for routine testing and appointing a qualified contractor.

32. Working at Height

- Pell Frischmann staff carry out all functions involving working at height, must be suitably trained and carry out regular inspection of the equipment.
- Staff should not need to use steps or other ladders on a regular basis, should use correct equipment and be suitable trained.
- Kick stools and step ladders will be provided where needed.
- Staff (and students in their care) must not climb on furniture, tables or chairs.
- Loft ladders are for the use of Pell Frischmann only.

33. Work Experience

Effective Date: 04.12.2024

Health, Safety and Wellbeing Policy & Arrangements for SGB

Issue: 4.0

INSIGHT MAT POLICIES AND PROCEDURES

The work experience placements are the responsibility the Community Liaison Manager. The school has a contract with Work Experience Support Services to ensure required risk assessments have been carried out.

D. Performance Indicators

It is important that our school leaders, governors, and managers can monitor the health and safety performance of our school to determine where progress is being made and where further actions and resources may be required.

KPI's are reported to the Health & Safety Committee and to the Governors on a termly basis.

The Health, Safety and Wellbeing Service may also request feedback on certain KPI's, more details of these can be obtained from your Health and Safety Advisor.

INSIGHT MAT POLICIES AND PROCEDURES

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 check -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 a 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.

<p>Design and Technology - where required</p>	<p>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</p>
<p>Insurance Display new Insurance Certificates (Employer Liability and Public Liability)</p>	<p>Annually (September)</p>
<p>Self Evaluation of H&S (Step 1 of Audit and Evaluation Process)</p>	<p>Annual review of day to day health and safety activities. To take place in OCTOBER each year, results retained in school.</p>
<p>Self Audit (Step 2 of Audit and Evaluation Process)</p>	<p>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.</p>
<p>Fire extinguisher servicing</p>	<p>Annually by contractor</p>
<p>Risk Assessments Create and review Risk Assessments for</p> <ul style="list-style-type: none"> -General premises and activities -COSHH (Control of Substances Hazardous to Health) -Manual handling -Fire -Work Equipment -Display Screen Equipment 	<p>Create for existing tasks or when new activity introduced</p> <p>Review at adequate intervals, when significant changes occur, when new hazards are identified or when an accident occurs</p>

-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 Alarms, locks	Annual test – contractor

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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