



“WORKING HARD, ACHIEVING MORE”

Health & Safety Local Management Procedures

1.0 Statement of intent

The school aims to ensure that:

- It will follow the MLP Health and Safety Policy.
- All risks that may cause injury or harm to staff, students and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk assessments are conducted and reviewed on a regular basis.

2.0 Legislation and statutory guidance

These procedures are based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy.
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees.
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment.
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002.
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff.
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed.
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations.
- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely.
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed.
- DfE guidance on the prevent duty states that schools are expected to assess the risk of students being drawn into terrorism.

A table of all the risk assessments schools are required to have in place can be found in Appendix 1.0 of this policy.

3.0 Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm.
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height.
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.
Control measure	Action taken to prevent people being harmed.

4.0 Roles and responsibilities

4.1 The Headteacher

The Headteacher delegates day-to-day responsibility to the Facilities Manager in order to ensure that matters of health and safety are managed routinely and effectively. Responsibilities include:

- To manage the Site Manager in their role as the Academy's Health and Safety and Fire Officer, ensuring all procedures for maintaining health and safety and fire safety are conducted effectively.

Working with the Site Manager

- Update the Fire Safety Procedure annually.
- To assess and record all significant risks to staff, students, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
- To monitor and secure compliance with the Trust's policy and the control measures identified through use of the 'Every' compliance tool and risk assessments.
- To ensure staff are properly trained, instructed and supervised for any relevant health and safety role, and that all staff engage fully with Academy health and safety procedures. Details and records of health & safety training to be retained by HR Officer.
- To ensure that the Academy site and property is inspected regularly for any unsafe condition and to make safe in a timescale commensurate to the level of danger (annual risk assessments).
- To consider health and safety in the selection of contractors and the planning of contracted work, and to ensure general supervision through the Site Manager to contractors whilst on the Academy site.
- To investigate all incidents, near misses and episodes of work-related ill-health.
- To have and practice emergency and contingency plans.

- To provide the means for consultation with staff on health and safety matters.

4.2 The Site Manager

The Site Manager has the following responsibilities in addition to those in the Trust's policy:

- Under the direction of the Head of Estates, act as the Academy's Health and Safety Officer and Fire Officer, carrying out all procedures for maintaining Site health and safety and fire safety.
- Be responsible for the installation and maintenance of equipment for protection against and escape from fire. This includes necessary signage.
- Ensure appropriate fire appliances are provided and readily available in the area of the school in which they are required.
- Keep records of and initiate (in consultation with the Headteacher), regular fire practice and alarm tests.
- Ensure emergency procedures are current and timely and know about the main health and safety issues specific to the Academy and how they relate to students, staff visits and contractors.
- Know what the elements of fire safety are and the associated risks to the Academy through the process of risk assessment.
- Use risk assessment tools to identify hazards within the Academy site and the associated risk involved. The required risk assessments are covered in Appendix 1.0 of this policy.
- To oversee the routine maintenance and servicing of equipment, ventilation, safety and electrical systems in portable electrical appliances – Appendix 2.0.

4.3 Responsibilities of Senior and Middle Leaders

Senior and Middle Leaders will be directly responsible for the day-to-day implementation and operation of the Trust's health and safety policy within their relevant departments and areas of responsibility. As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their area of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, students and others under their jurisdiction are instructed in safe working practices.
- New employees working within their area are given instruction in safe working practices.
- Risk assessments are conducted in their area of responsibility as required or as necessary.
- Regular safety inspections are made of their area of responsibility as required or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.

- Hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised.
- They monitor the standard of health and safety in the places in which they work and encourage staff, students and others to achieve the highest possible standards of health and safety.
- All health and safety information is communicated to all relevant persons.
- They report any health and safety concerns to the Headteacher.

4.4 School Staff and Volunteers

School staff and volunteers are responsible for:

- Signing in and out using the Biometric Reader located by the main doors.
- Wearing named ID badges at all times whilst on site.
- Alerting the Headteacher to any risks they find which need assessing. This also includes alerting the Headteacher to any lapsed training required.
- Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work. – This includes the lifting of heavy loads.
- Assisting with, and participating in, risk assessment processes, as required.
- Familiarising themselves with risk assessments and implementing control measures identified in risk assessments.
- Follow agreed working practices and safety procedures.
- Ensure health and safety equipment is not misused or interfered with.
- Report any accident, near miss, incidents of violence, including verbal abuse or any hazard to Human Resources.

4.5 Students and Parents

Students and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff. Students are required to follow the Student Code of Conduct at all times.

4.6 Hirers, Contractors and Others

4.6.1 The Academy buildings are fully contained within a perimeter fence which forms a secure line. The only entrance point to the Academy buildings during the hours of 8:00am – 4:00pm is via the main reception. All out of hours' visitors and hirers are to enter the Academy through the PE entrance.

All other entrance points are secured by magnetic locks which open automatically in the event of an emergency. Magnetically locked doors must be kept closed at all times to retain the secure line. All persons entering the Academy premises must sign in at the main reception and sign out when leaving.

4.6.2 Whilst on site, all visitors and contractors must wear an Academy visitor's badge. Any contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.

- 4.6.3 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 4.6.4 When the Academy premises are used for purposes not under the direction of the Headteacher then the principle persons in charge of the activities for which the premises are in use will take responsibility for safe practice in the areas under their control.
- 4.6.5 When the Academy premises or facilities are being used out of normal school hours for an Academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- 4.6.6 When the premises are hired to persons outside the employment of the Academy, it will be a condition of all hirers, contractors and others using the Academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not, without prior consent of the governing body:
- Introduce equipment for use on the Academy premises
 - Alter fixed installations
 - Remove fire and safety notices or equipment
 - Take any action that may create hazards for persons using the premises or the staff or students of the Academy
- 4.6.7 All contractors who work on the Academy premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety At Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 4.6.8 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.

5.0 Procedures - Risk assessment process

When assessing risks in the school, we will follow the process outlined below. We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: Identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, students and visitors.

Step 2: Decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance students with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: Record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: Review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or students spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: Retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply.

6.0 Procedures - Risk planning

The Headteacher will ensure that an Emergency Lock-down Plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the Academy at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

Particularly vulnerable children will have a Personal Emergency Evacuation Plan (PEEP) drawn up, dependent on their needs.

This plan may be rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment review. This sequence will determine the priorities of the emergency plan and the outcome will be reported to the governing body.

7.0 Links with other policies/procedures

This risk assessment policy links to the following policies/procedures:

- MLP Health and safety policy

- First Aid & Medical Treatment of Students Policy
- Fire Safety Procedures
- Educational Visits and Journeys Policy
- Disability Access Policy
- Safeguarding and Child Protection Policy
- Behaviour for Learning Policy & Practice

Appendix 1.0 – Risk management

Procedure	Control measure	Notes	Person responsible
Access to any height liable to cause injury – Working at height	Risk Assessment	Training requirement	Site Manager
Adverse Weather	Academy Closure Protocol	-	Headteacher
Asbestos	Annual asbestos survey (Bungalow)	Annual survey	Site Manager
Children being drawn into terrorism	Safeguarding and Child Protection Policy	Whole staff training	Safeguarding Officer
DDA compliance	Disability Access Policy	-	Headteacher
Display screen equipment	Employee notice – Employee Risk Assessment	Included in the pack for new staff members	Network Manager
Fire and other emergency evacuations	Fire evacuation procedures	Annual training Rehearsed termly Reviewed annually	Headteacher
Food hygiene	Food Hygiene certificates for staff involved in food handling	Training requirement	HR Manager
Lone working procedures inc. out of hours call out	Home visits protocol	-	Senior Leader – Pastoral
Manual Handling	Risk Assessment	Training requirement	Site Manager
Organising educational visits and journeys	Education Visits and Journeys (EVJ) Policy	Reviewed Annually	EVJ Coordinator
Out-of-hours use of Academy buildings and facilities	Risk Assessment	-	Site Manager
Provision of first aid	First Aid & Medical Treatment of Students Policy	-	Assistant Headteacher – CPD\
Reporting of accidents, incidents, hazards and near misses	Accident Book located in the Human Resources Office Referral to HSE - Forms held https://www.hse.gov.uk/forms/	HSE provide guidance	HR Manager
Site security	Risk Assessment	-	Site Manager
Stress and employee well-being	Employee well-being plan	-	Safeguarding Officer

Unexpected loss of utilities	Academy Closure Protocol	-	Headteacher
Use of contractors	Health & Safety Policy	Supervised by Site Manager	Site Manager
Use of dangerous tools, equipment, machinery	Risk Assessment	Training requirement	Site Manager
Use of minibuses	Mini-bus Policy	Training requirement	MLP Head of Commercial Services
Use of or exposure to any hazardous substances or materials	COSHH Risk Assessments CLEAPPS - Managing Ionising Radiations and Radioactive Substances in Schools and Colleges	Training requirement for Technicians	Technicians/Site Manager
Vehicular movements on site	Risk Assessment	-	Site Manager
Violence to staff	Behaviour policy	-	Headteacher
Waste disposal including hazardous waste	Risk Assessment	Confidential waste, batteries and printer cartridges disposed of through specialist contractors	Site Manager
Work experience for students	Managed through educational work experience provider	-	Senior Leader – CEIAG

Appendix 2.0 - Maintenance of dangerous plant and equipment, ventilation, safety and electrical systems

Area	Control measure Frequency of Inspection - maintenance	By whom	Certificate of Inspection held
Air conditioning	Annual inspection and servicing	As per Service Agreement	YES
Air Handling Units	Annual service (certificate not required)	As per Service Agreement	NO
Boilers, pumps and other gas appliances	Annual inspection and servicing	As per Service Agreement	YES
Design Technology equipment	Annual inspection and servicing	As per Service Agreement	NO
Electrical testing	5 year testing	Certified inspection	YES

Extraction units – Design Technology building	Annual inspection and servicing	As per Service Agreement	YES
Extraction units and Fume Cupboard – Science	Annual inspection and servicing	As per Service Agreement	YES
Fire detection system including emergency lighting and fire warning equipment	Annual inspection and servicing Weekly testing	As per Service Agreement	YES
Fire extinguishers	Annual inspection and servicing	As per Service Agreement	YES
Fitness equipment	Annual inspection and servicing	As per Service Agreement	YES
Gas testing	5 year testing	Certified inspection	YES
Gymnasium equipment	Annual service and inspection	As per Service Agreement	NO
Lift	3 Month inspection and servicing	As per Service Agreement	NO
Managing water hygiene – and drain down (August)	Annual inspection	Site Manager	NO
Portable Appliance Testing (PAT)	Certified equipment – trained staff	Site Manager	NO
Roof access safety check	Annual inspection	As per Service Agreement	YES
Sprinkler pump testing	Annual inspection and servicing Weekly testing	As per Service Agreement	YES

HEALTH & SAFETY NOTICE TO STAFF, VISITORS AND VOLUNTEERS

School staff, visitors and volunteers

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- Wearing name ID badges or visitors badges at all times whilst on site.
- Alerting the Headteacher or Lettings Manager to any risks they find which need assessing. This also includes alerting the Headteacher or Lettings Manager to any lapsed training required.
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