



CMAT HEALTH AND SAFETY POLICY

*A thriving family of
schools who work
together to celebrate
differences, and
support each other in
pursuit of excellence.*

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| This document has been approved for operation within: | All Chancery schools and central team. | | |
| Responsible Officer: | Governance and Compliance Lead | | |
| Approved by: | Board of Trustees | | |
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DOCUMENT CONTROL

Summary of changes within this version

There are no significant changes to this version of the policy.

1. Purpose

1.1. Chancery Multi Academy Trust, collectively and through its constituent academies, recognises and accepts our responsibilities under law. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by our activities is acknowledged.

1.2. The Trust has appointed ENTRUST to act as competent person across all schools and the trust.

1.3 This policy document outlines the philosophy and approach taken to ensuring good health and safety practice is in place for all academies within the Trust. To enable this, each academy is required to have its own local Premises Management Procedures and risk assessments, to reflect local need and local priorities, which naturally change dependent on the state and age of a site.

1.4. The Trust is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed led by each academy's Local Governing Board and Headteacher.

1.5. In particular Local Governing Boards through delegated powers and Headteachers are responsible for:

- Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- Maintaining safe access to and from their premises;
- Preventing accidents and work related illness;
- Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- Complying with statutory requirements as a minimum;
- Ensuring safe working methods and providing safe equipment;
- Providing effective information, instruction and training;
- Monitoring and reviewing systems to make sure they are effective;
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- Setting targets and objective to develop a culture of continuous improvement;
- Ensuring a healthy working environment is maintained including adequate welfare facilities;
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- Ensuring safe use, handling and storage of substances at work.

1.6. In addition to the above commitment, Local Governing Boards and Headteachers also recognise their obligations to non-employees and provide visitors, members of the public, pupils, contractors etc. or anyone who is or may be affected by the academies activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

1.7. Local Governing Boards and Headteachers will ensure adequate resources, including finance, to implement the policy.

1.8. Local Governing Boards and Headteachers are committed to this policy and all staff are required to comply. They are encouraged to support the Local Governing Boards' and Headteachers' commitment to continuous improvement in the academies' health and safety performance.

1.9. For the policy document to be effectively implemented, all academies require the full co-operation of employees and others who use the premises.

1.10. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

2. Legislation

2.1. This policy is based on [Health and Safety advice](#) from the Department for Education and has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999

3. Responsibilities

3.1. The Trust Board

The Trust Board is the legally responsible body for compliance with health and safety legislation in all settings and academies. The Trust Board will, through effective oversight of the work of the Local Governing Boards, ensure that each setting has robust health and safety planning in place followed through into appropriate action. The Trust will monitor health and safety performance indicators via the Every system.

A link trustee is appointed to oversee health and safety across the Trust and will ensure regular meetings take place with health and safety link governors.

3.2. Local Governing Boards

Local Governing Boards have responsibility for ensuring the local health and safety procedure for their academy complies with this Health and Safety Policy and any other associated documents. In

consultation with the Headteacher the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the academy, periodically assessing the effectiveness of their local document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

Each LGB has a link governor for health and safety who visits the school at least twice per year and reports back to the local governing board on strategic matters. The link governor may observe the annual audit.

3.3. Headteachers

The Headteacher has day-to-day responsibility for ensuring compliance with this Health and Safety Policy and any other associated documents within their academy and associated premises.

In consultation with the Governors, the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the academy, periodically assessing the effectiveness of the local Health and Safety procedure ensuring that any necessary revisions are made and monitor its implementation.

The Headteacher will maintain the profile of health and safety within the academy by the development of safe working practices and conditions, in consultation with employees, and will ensure that sound health and safety practices are maintained at all times.

In the absence of the Headteacher, the deputy headteacher assumes these day-to-day health and safety responsibilities.

3.4. The Health and Safety Lead

The Health and Safety Lead [HSL] (usually the School Business Manager or Site Maintenance Officer) has a day to day responsibility for ensuring compliance with the academy Health and Safety procedure and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc. which are considered unsafe.

3.5. Employees and volunteers

All Employees of Chancery Multi Academy Trust have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions and must comply with the academy's Health and Safety procedures at all times; co-operate with academy management in complying with relevant health and safety law; use all work equipment and substances in accordance with instruction, training and information received; report to the Health and Safety Lead any hazardous situations and defects in equipment found in their work places; report all incidents in line with current incident reporting procedure; act in accordance with any specific health and safety training received; inform the HSL of what they consider to be shortcomings in the academy's health and safety arrangements and exercise good standards of dress, housekeeping and cleanliness.

3.6. Pupils

Pupils, in accordance with their age and aptitude, are expected to exercise limited personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency, use and not wilful misuse, neglect or interfere with anything provided for their health and safety.

4. Arrangements

4.1. All academies have a set of **Premises Management Procedures** which detail the frequency and scope of checks, training requirements and risk assessments in place across the school's site. This will be reviewed annually and approved by the Local Governing Board.

4.2. All academies recognise the importance of **communication** to staff, visitors, pupils, parents, volunteers, contractors etc., and will ensure that all staff are briefed and **trained** regularly in effective health and safety practice.

4.3. All academies use a **risk assessment** process and template as a standard for risk assessment. Risk assessment is the responsibility of the academy Senior Leadership Team, teaching staff and other unqualified staff at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities, work areas and legislation. Actions must be followed up. Risk assessments are listed on Every and reviewed periodically or where there is a change in circumstances.

4.4. All academies discuss and agree arrangements with **staff**. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use equipment, a separate risk assessment is in place. Staff also have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

4.5 Risk Assessments will be completed whenever an employee notifies the school that they are pregnant. Appropriate measures will be put into place to control risks identified for **New and Expectant Mothers**.

4.6. The risks associated with **working at height** are identified through risk assessment. Work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.

4.7. All academies ensure that **lone working** (including caretaking, late working, working from home and home visits) is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety. See Chancery Lone Working policy for further details.

4.8. Emergency exits and assembly points are clearly identified and emergency evacuations are practised at least once per term. Checks on fire-fighting equipment and alarms are recorded on Every or in the Fire log book. An external **Fire Risk Assessment** is carried out by a suitably qualified professional registered on the [Fire Risk Assessors \(FRA\) Register \(ife.org.uk\)](http://ife.org.uk) , at least every 3 years (more frequently if there have been significant changes to the premises or building users) with internal reviews carried out annually. Smoking and vaping are banned on all Chancery premises.

4.9. For **Control of Substances Hazardous to Health (COSHH)** used by the site staff, risk assessments are carried out and each academy adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.

4.10. Risks of **manual handling** are communicated within general risk assessments. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The HSL is responsible for assessing the appropriate approach to handling tasks.

4.11. The majority of the staff within academies are not considered to be **Display Screen Equipment** (DSE) users. School Business Managers / Office Managers ensure that DSE workplace assessments are conducted for all users. DSE assessments are reviewed bi-annually and where equipment changes or office layouts change or when there are staff changes.

4.12. All academies take appropriate measures to make sure that all **electrical equipment** is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health and to the health of another person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held at each academy.

4.13. All academies inspect and maintain **PE and other specialist equipment** on a regular basis; however the frequency of these inspections is dependent on the use and type of equipment.

4.14. To minimise risk from **asbestos** containing materials on the academy site, all academies maintain a safe and healthy environment by:

- Complying with all regulations concerning the control of asbestos
- Removing asbestos containing materials where the risk to building users is unacceptable
- Where necessary communicating to all staff and visitors where asbestos containing materials are located within the academy site.
- Maintaining and annually reviewing an Asbestos Management Plan
- Where asbestos is present, commissioning an external asbestos survey at least every 5 years.

4.15. Service and building **contractors** may have regular access to an academy site as specified by a contract. The contract will specify what work is expected of them and what they can expect from the academy. The academy is responsible for vetting contractors (in case of larger works, this may be done by the external consultant); undertaking risk assessments and complying with Construction

(Design and Management) Regulations 2015. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The academies provide details of safe systems of work and emergency arrangements to the contractors where relevant as part of the induction procedure.

4.16. All academies ensure that, in any instances of **premises lettings**, the hirer/tenant has public liability insurance in place in order to indemnify the academy from all such hirer's/tenant's claims arising from negligence. If any part of the academy is let, the Headteacher and HSL are satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed; copies of insurance are kept and a risk assessment is undertaken.

4.17. All academies recognise the main cause of accidents is **slips, trips and falls**. It is the responsibility of teachers to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Headteacher or via recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

4.18. A **cleaning** schedule is in place which is monitored by the School Business Managers/Headteachers and Site staff. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. All academies ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

4.19. All academies identify risks associated with site management and **grounds maintenance** and mitigate the risks through the risk assessment process.

4.20. Any necessary work and testing of **gas and electrical appliances** are carried out by qualified contractors. The gas engineer attending the site should be identity checked on every occasion to the electronic qualified gas engineer register. Gas and electrical appliances are also checked visually on a regular basis and subject to appropriate formal inspection.

4.21. Regular documented **water checks** are undertaken and a system is in place to ensure an annual check is carried out. All checks are recorded on Every. A legionella risk assessment is carried out every two years and/or when significant changes have been made to the water system and/or building footprint. A process is also in place to deal with any actions should they arise.

4.22. Adequate arrangements are in place to minimise the risks from snow and ice on all academy sites e.g. access/egress routes. A **gritting plan** should be in place at all access points to the academy's site. Risk assessments are carried out and emergency plans developed to determine what type of action needs to be undertaken during adverse weather conditions.

4.23. All academies follow National Guidance produced by the Health Protection Agency and Public Health England in regards to **infectious diseases**.

4.24. All academies accommodate pupils with **medical needs** wherever practicable in line with legal frameworks for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly

defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between the academies, parents, health professionals and other agencies help provide a suitable supportive environment for those pupils with special needs.

4.25. Where a child has **additional needs**, a support plan will be in place and will be reviewed and updated regularly.

4.26. All academies follow the statutory requirements for **first aid** and provide suitably trained staff. See First Aid policies for further details.

4.27. For **Educational Visits** a risk assessment is carried out. Educational Visits Coordinators receive training on the Evolve system. See the Educational Visits policy for more details.

4.28. All staff must report **accidents, incidents and near misses** and Senior Leaders or HSL investigate such incidents and identify and implement means to prevent a recurrence. Accidents and incidents are reported to relevant external bodies in accordance with the Accident Reporting Procedure.

4.29. Each school will have Critical Incident Plan in place outlining how they will respond to a Health and Safety emergency.

4.30 An external employment lawyer provides HR support to the Trust. The Trust has a Staff Wellbeing policy and each school will have a stress risk assessment and violence and aggression risk assessment outlining how they keep staff safe.

5. Monitoring

5.1. Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

5.2 All staff will be required to read this policy every year.

5.3 Regular safety inspections are carried out by nominated person/s in all academies. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

5.4 All academies are committed to ensuring that staff are competent to undertake the roles expected of them. Line managers conducting the Performance Management process consider health and safety performance and address areas of concerns and training requirements with employees.

5.5 All academies endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. Headteachers report on compliance with this policy and local procedures to Local Governing Boards at least annually.

6. Links to other policies

6.1 This policy should be read in conjunction with the following Chancery policies and documents:

- Staff Code of Conduct
- Contractor Risk Assessment and Pack
- Lettings Policy
- Lone Working policy
- Staff Wellbeing
- School First Aid
- School Educational Visits
- Business Continuity and Critical Incident
- Accident and Incident Reporting Procedures