

The Four Stones Multi Academy Trust

Health and Safety Policy

Version Control

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Policy approved by:	Finance, Audit and Risk Committee
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1.0	26 th June 2019	Policy written
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4.0	29 th Sept 2021	General updates

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1. THE STATEMENT

1.1 General Requirements

The trustees of The Four Stones Multi Academy Trust (MAT) recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment.
- provide for the safe use, handling, storage and transport of articles and substances.
- provide such information, instruction, training and supervision as is necessary for staff and students to undertake their work safely.
- provide a safe place of work with safe means of access and egress for all persons using the premises.
- provide a safe and healthy working environment with adequate welfare arrangements.
- provide for the health and safety of persons not employed by the MAT, but who may be affected by its activities.
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the MAT in the carrying out of their statutory duty.
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

2. THE ORGANISATION

2.1 Employer's Responsibilities

The trustees are responsible for:

- all aspects of health and safety of employees, students and other persons within the MAT (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- ensuring that the MAT health and safety policy is implemented monitored and regularly reviewed and revised as necessary.
- monitoring the (health and safety) need for building maintenance in the schools in the MAT and implementing repairs as necessary.
- monitoring of structural defects that could adversely affect the health and safety of staff, students and other persons.
- ensuring the safe condition, storage and maintenance of equipment, vehicles and plant at the schools in the MAT and ensuring that such equipment can be used safely in the normal running of the schools.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- appointing competent principal contractors where building or plant maintenance work is done.
- appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015.
- ensuring that sufficient funds are reserved for meeting their responsibilities for health and safety, in particular for the maintenance of those items of premises and equipment.
- ensuring that health and safety rules concerning the use of premises and equipment are displayed at appropriate locations in the schools in the MAT and are enforced.
- the adoption of safe working practices by staff, students and any contractors on site.

2.2 Chief Executive Officer's (CEO) and headteachers' responsibilities

The CEO is responsible for:

- advising the Trust Board of the need to review the MAT's health and safety policy.

The headteacher of each school in association with the chief operating officer and trust estates and facilities manager are responsible for:

- the implementation of the MAT's health and safety policy.
- the day to day responsibility for health and safety in the school.
- ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- ensuring that staff receive appropriate health and safety training.
- carrying out an annual health and safety audit.
- ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with.
- notifying either the HSE or the LA Health and Safety Advisor of any serious accidents to students, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- emergency procedures, including evacuation in case of fire, bomb or any other emergency threats.
- ensuring that adequate provision is made for the administration of First Aid.
- ensuring that all legislative updates or new requirements are brought to the attention of any relevant persons promptly.
- facilitating the meeting of a school safety committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

2.3 Heads of departments / curriculum area leaders / subject area leaders are responsible for:

- all matters of health and safety in their area in consultation with the trust estates and facilities manager.
- bringing to the notice of the chief operating officer or trust estates and facilities manager (in the first instance) any problems or defects affecting the health, safety or welfare of staff, students or other persons in their area.
- having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to staff only or named individuals, positions of gas, water or electrical isolators etc.).

2.4 Other staff are responsible for:

- ensuring that they are familiar with and comply with the MAT's health and safety policy and, where applicable, the department's health and safety policy. This includes staff working in the arts, drama, music, design and technology, physical education or science departments.
- reporting any defects or problems affecting the health and safety of themselves, other staff or any other person, through their head of departments/curriculum area leaders/subject area leaders to the chief operating officer or trust estates and facilities manager (in the first instance).
- co-operating with their employer (Trust Board) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.5 The Trust Estates and Facilities Manager and the relevant site/premises manager are responsible for:

- ensuring that they are familiar with and comply with the MAT's health and safety policy.
- bringing the MAT's health and safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- ensuring that any staff under their direct control receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. NB. This will include such things as working at heights on steps,

ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- ensuring that due warning is given to any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- informing the relevant headteacher and chief operating officer of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- the safe use and maintenance of all plant and equipment (e.g. boilers, swimming pool filtration and treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers, swimming pool chemicals etc.).

2.6 The first aider / appointed persons are responsible for:

- recording of accident/incidents requiring first aid treatment.
- maintaining the first aid box(es).
- controlling and maintaining any other first aid supplies as may be kept separately.

2.7 Safety representatives (appointed by trade unions / professional associations) have the right to:

- carry out termly inspections of the premises and submit a written report to the relevant headteacher.
- receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- represent their membership to the relevant headteacher (as the representative of the employer) on matters affecting the health, safety or welfare of staff.
- represent the staff / union membership on any school safety committees.
- receive such training as may be necessary for them to perform their duties.

2.8 Catering / Kitchen manager is responsible for:

- ensuring that he/she is familiar with and complies with the MAT's health and safety policy.
- ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- bringing to the attention of the chief operating officer or trust estates and facilities manager (in the first instance) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

The MAT shall ensure that the following are implemented and they are adequate enough to ensure health and safety standards are met.

- the site teams and cleaners are responsible for ensuring that the premises are kept clean and that bins are regularly emptied.
- the cleaners are responsible for ensuring that wet floor signs are clearly visible when floor cleaning is undertaken. Spills are reported to reception and the site teams are responsible for clearing spills etc. to minimise risks of slips, trips and falls.
- the site teams are responsible for disposing of glass and other sharp objects in correct containers.
- the site teams are responsible for snow shifting and icy conditions.
- the site teams are responsible for clearing leaves off pathways with machinery or brushes.
- the site teams are responsible for storing the waste bins in the appropriate places.
- lighting tubes are stored on site in bespoke containers for collection. Waste Electric and Electronic Equipment (WEEE) regulations are adhered with.

3.2 Accident reporting, recording and investigation

All reportable accidents (those involving assault by another person, fractures, injuries requiring medical or hospital treatment, head injuries giving rise to concern i.e. concussion or unconsciousness and any accident resulting from the use of faulty equipment) should be reported in the first instance to the relevant site/premises manager who will inform the trust estates and facilities manager. The trust estates and facilities manager will ensure the information is recorded via the Worcestershire County Council accident/incident reporting system against the relevant school.

All minor accidents should be recorded in the appropriate school's own minor accident book / safeguard system. Where necessary, parents/carers or other persons should be notified of the accident.

If the accident is serious, immediate action should be taken by the relevant site/premises manager to ensure the location of the accident is still safe to use. They must then make the trust estates and facilities manager aware. The trust estates

and facilities manager will then decide who is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident reports and investigation records should be shared with the relevant headteacher. They should be kept for 3 years if the accident involved a member of staff or if the accident involved a student until they reach the age of 21.

3.3 Contractors (management of)

The relevant site/premises manager is:

- the first person for contractors to contact if they have any concerns to report.
- the first person for staff to contact if they have any concerns about the contractors.
- the appointed responsible person to manage the contractors.
- responsible for how contractors are selected using best value principles and checking appropriate qualifications and insurance.
- responsible for co-ordinating the arrangements for induction of contractors to exchange information and agree safe working arrangements. Through site regulations, contractor register and asbestos register held in reception and pre contract meetings,
- responsible for ensuring the adequate segregation of contractors and students. This is achieved by the area being closed to students and the contractors being authorised to work in the area required. The trust estates and facilities manager is responsible for checking method statements and relevant risk assessments.
- responsible for ensuring that there is provision for adequate day to day communication between the schools in the MAT and contractors through precontract meetings.
- responsible for ensuring adequate provision of facilities for contractors.

3.4 Contractors (management of asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only qualified licensed asbestos contractors can work with asbestos.

3.5 Contractors and Visitors on Site

- All contractors must sign in and out at the school reception and wear a visitor ID badge at ALL times. This includes holiday periods.
- They must be informed by the relevant site/premises manager of any relevant health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc.)
- They must inform the relevant site/premises manager of any health and safety issues they see during their visit.
- The contractors/visitors must inform the relevant site/premises manager of any accidents to their team whilst on site. All details will be recorded on the school's accident reporting system and a copy of the accident report must be made available to the injured party upon request.

3.6 Control of substances hazardous to health (COSHH)

- The rules on selection and use of substances (e.g. less hazardous alternative substances purchased) are used wherever possible.
- The COSHH file is maintained by the relevant site/premises manager and is available on request.
- Only COSHH items bought from an approved contractor are acceptable.
- All COSHH materials have a safety data sheet.
- There is a requirement to carry out risk assessments for tasks using the most hazardous substances as per the COSHH Regulations 2002.
- Budget holders whose departments use/purchase COSHH products are responsible for safe storage of the items.
- Staff are made aware of how to identify COSHH materials during the induction process and subsequently in departmental meetings.
- Instructions are also given for labelling decanted substances.
- Provision and instruction on the use of specific Personal Protective Equipment are provided at induction and periodically throughout the year by departments.
- Safe storage and transportation of hazardous substances must be adhered to at all times.
- The relevant site/premises manager has the information on emergency procedures for cleaning spillages/escape, including emergency evacuation procedures and is available on request.
- The relevant site/premises manager will advise on the disposal procedures for waste, unwanted or spilt substances.

Radiation

- The relevant 'responsible person' at each school for science is the Radiation Protection Supervisor/officer.

- The senior science technician is responsible for purchase, transport, storage and use of the equipment and materials which may pose a radiation hazard.
- Clive Werrett is the Local Authority Radiation Protection Officer.
- The science department monitor the equipment available.
- The head of faculty/curriculum area leader for science is responsible for carrying out the risk assessment.
- Records are kept with any relevant code of practice within the science department.

3.7 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- Staff will report defects on the Every system.
- all defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The relevant site/premises manager will monitor that the defect has been rectified.

3.8 Display screen equipment (DSE)

- All staff who are classed as DSE "users" are trained in their safe use. This will be undertaken by all relevant staff as part of their induction. Refresher training at both schools will be undertaken every 3 years by the trust estates and facilities manager.
- DSE self assessments for all staff members using a display screen equipment including laptops will be completed and reviewed at least every 3 years or sooner if changes to equipment or location occur. Self assessment forms and any DSE concerns should be reported to the relevant Senior IT Technician/Network Manager.
- The relevant Senior IT Technician/Network Manager will monitor to ensure that all DSE equipment is kept clean.

3.9 Electricity at work

- The hardwired electrical installation is checked every 5 years by an approved electrical contractor or 20% of the system can be checked every year over the five year period.
- The relevant site/premises manager is responsible for ensuring the hardwiring checks are carried out.
- Portable Appliance Testing (PAT) including microwave leakage testing is carried out annually.
- A hirer should not use their own equipment unless proof of PAT testing is submitted to the relevant site/premises manager.
- The PAT registers are available on request from the relevant site/premises manager.
- All defective equipment should be removed until repaired or replaced.
- Defective equipment should be reported to the relevant site/premises manager immediately.

3.10 Fire Precautions and Emergency Plans

- The trust estates and facilities manager is responsible for undertaking and reviewing the fire risk assessment and emergency plans (including bomb threats/explosion/floods/intruders/dogs in playground etc.)
- The trust estates and facilities manager is responsible for reviewing the Critical Incident Plan along with the relevant headteacher.
- The trust estates and facilities manager is responsible for arrangements for the termly emergency evacuation drills in all schools.
- The relevant site/premises manager is responsible for inspection and maintenance of fire exits/escape routes.
- The relevant site/premises manager is responsible for checking and updating the fire evacuation notices.
- The relevant site/premises manager is responsible for regular inspections and maintenance of fire extinguishers with inspections being carried out on an annual basis.
- All staff should receive an electronic copy of the induction pack on their first day. This should at least include a site map and a copy of the Health & Safety Policy.
- The relevant site/premises manager is responsible for calling the emergency services and coordinating the evacuation together with the headteacher and site team.
- All marshals will wear a high visibility jacket.
- The designated officers are responsible for ensuring all registers are checked.
- The relevant site/premises manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly). Records are kept and are available on request.
- Outside approved contractors are responsible for carrying out the six monthly inspections and maintenance of the systems under the supervision of the relevant site/premises manager.
- Liaison arrangements with other parties who may be affected e.g. hirers, shared occupancy etc or whose help may be required e.g. emergency services, local authority emergency planning department etc. is carried out by the relevant site/premises manager.

3.11 First Aid and Medication

First Aid

- Please refer to the 'Supporting students with medical conditions' policy and protocols.
- The first aider details are displayed in all blocks across each school site.
- All medical room staff and listed first aiders are fully qualified.
- The trust estates and facilities manager is responsible for checking when staff require refresher training.
- The first aid kits are kept in all high risk areas such as the kitchen and the following subject areas: DT, science, PE and art.
- The first aider on duty should direct the ambulance onto site. Either the first aider or the member of staff who was at the incident should accompany the 'patient' to hospital (if the parents/carers are not available).
- Succession planning is always monitored by the trust estates and facilities manager to ensure first aid cover at all times.

Medication

Please refer to the 'Supporting students with medical conditions' policy and protocols

3.12 Health and Safety Advice

The MAT has obtained competent health and safety advice via a SLA with Worcestershire County Council School Health & Safety Team.

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / students, trustees, governors and visitors as follows:

Employees

- Staff are informed about all of the existing information held on the site via the staff handbook, specific risk assessments and induction.
- All staff sign to state they have received, read and understood the staff handbook, specific risk assessments and the induction. This information is available for all staff to access as and when required.
- Health and safety information is included in the staff handbook and this is updated annually.

Students

Teachers are to ensure that students are made aware of existing and new health and safety information via lessons/assemblies.

Visitors / contractors

- The relevant site/premises manager ensures that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any asbestos on site).
- The information is disseminated verbally and via information held at reception.

Trustees

The trust estates and facilities manager will ensure that trustees are informed of any existing and new health and safety information via the Finance, Audit and Risk committee.

Trade unions

The trust estates and facilities manager will ensure that any on site trade union health and safety representatives are informed of new health and safety information.

3.14 Kiln

- The art department staff are competent to operate the kiln.
- The risk assessment for the kiln is located in the relevant art department.
- The firing cycle takes place when necessary and applicable (there is no set pattern).
- The kiln is inspected annually by Celtic Kilncare at the relevant site.
- The relevant kiln is kept secure to prevent unauthorised access and is free of combustible materials.
- The normal operating procedures are displayed by the relevant kiln.
- The emergency procedures are available in the relevant art department and displayed by the kiln.
- Personal protective equipment e.g. thermal gloves, goggles etc., are provided for all operators.

3.15 Lettings/Shared use of premises/Extended Services

- The relevant site/premises manager is responsible for discussing and agreeing health and safety arrangements supported by the chief operating officer.
- A written lettings agreement / policy is in place, signed by the hirer. The MAT holds a copy.

The relevant person (KC1 and HHS-the representative of the lettings company/TDMS-the Sports Centre Manager) will discuss the following with the hirer.

- restrictions on the use of equipment.
- what staffing the organisation requires.
- the MATs first aid provision.
- fire and emergency arrangements.
- standard operating procedures.
- emergency lighting availability.
- (if applicable) who is responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. This Act applies to all forms of entertainment, music, dancing and sale of alcohol.
- who is responsible for checking risk assessments.
- that they are responsible for their own security arrangements.
- that they are responsible for their own insurance cover (although the MAT holds its own public liability cover to which a small recharge will be made to the hirer if needed).

3.16 Lone working and Personal Safety

- All staff should refer to the MAT lone working guidance.
- Training is given to staff who are expected to work alone.
- Personal safety awareness information is provided/discussed with staff at induction and when required.
- Safe working practices/rules for staff who work alone are enforced at the MAT.
- The relevant site/premises manager should be aware of any staff who are lone working.
- Risk assessments carried out and shared with staff.

3.17 Maintenance/Inspection of equipment

- Details of what equipment requires periodic inspection, examination & testing are held on the school's Every system and managed by the relevant site/premises manager at each school and are available on request.
- The information kept details the type of and frequency of checks.
- Where applicable specialist outside contractors carry out the checks - e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, pressure cookers, fire alarm and smoke detection, emergency lighting, fire extinguishers etc.

3.18 Manual handling

- The relevant site/premises manager will carry out individual risk assessment where needed to identify precautions to minimise manual handling tasks.
- Training / awareness training is delivered online to the relevant staff members.
- Guidelines for specific tasks e.g. use of lifting aids are held in the relevant site office including on site risk assessments.

3.19 Minibuses/Vans

- Minibus guidelines are held by the relevant site/premises manager and are detailed within specific risk assessments and are available on request.
- Only drivers who have passed an assessment by the County Road Safety Unit are permitted to drive the minibuses.
- Drivers should be re-tested at least every four years.
- If a member of staff passed their category B (car) driving test before 01/01/97 they can drive the school minibus as these licenses automatically include category D1 entitlement. If a member of staff passed their category B driving test on or after 01/01/97 they may drive the minibus provided:
 - The member of staff is over 21 and has held a category B license for at least 2 years; and
 - The maximum unladen weight of the minibus is not more than 3.5 tonnes (or 4.25 tonnes if including any specialist equipment to carry disabled passengers).
- All staff must follow the drivers and tachograph rules for road passenger vehicles in the UK and Europe (PSV375) which is available from www.vosa.gov.uk.
- Should the minibus break down or be involved in an accident, the person detailed on the risk assessment should be contacted. If there has been an accident the person detailed on the risk assessment should be contacted after the emergency services have been notified. Guidance is available to all staff in the case of an accident.
- There should be adequate first aid and fire extinguisher provision contained within the minibus.
- The relevant site/premises manager hold and maintain the documentation on all minibuses/vans. They ensure that the minibuses/vans will be serviced at regular intervals and the MOTs carried out annually by an approved garage.
- All drivers must carry out pre visual checks before driving the minibus and record that this has been done in the records kept in the minibus.

3.20 Monitoring Arrangements

The Health and Safety inspections will be carried out by Worcestershire County Council Health and Safety school team, chief operating officer and trust estates and facilities manager.

The trustees will ensure that regular reports of accidents and dangerous occurrences are provided by the relevant headteacher within the MAT and that any necessary alterations to working practices and procedures are implemented.

The trustees recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The trustees will call for termly reports on:

- results of internal or external health and safety inspections.
- accidents/incidents.
- maintenance reports.
- complaints, hazards and defects reports.
- reviews of any procedures carried out by the headteachers, trust estates and facilities manager and chief operating officer.

To help this process, the CEO will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.21 Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, it is the responsibility of the relevant site/premises manager to ensure that noise levels are included in all contractors risk assessment. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

3.22 Offsite and Educational Visits

- Please refer to the 'Management of Visits and Learning Outside the Classroom' policy.
- The trust estates and facilities manager will act as the educational visits co-ordinator (EVC) for the MAT and will monitor and advise on all aspects of trips/visits and will carry out an annual review of systems in place. Each school in the MAT will have a designated EVC.
- Approval of activities and visits is the responsibility of the trust estates and facilities manager and the relevant headteacher, once the party leader and EVC have completed the necessary arrangements and checks.
- When planning a school trip, there may be a need for pre-site visits.
- The trip leader will carry out risk assessments, before activities take place.
- Emergency arrangements, parental authorisation, supervision requirements and first aid provision documents must be kept by the trip leader.
- The MAT will ensure that there is adequate insurance to the value of £5 million.

3.23 PE equipment

- All PE equipment is inspected annually by a suitably qualified provider.
- Pre-use visual checks are made and recorded by the relevant member of the PE department. The checks are incorporated into the risk assessments.
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed/adopted (published 2012).

3.24 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessments.
- The equipment will be selected by the appropriate line manager in consultation with the relevant member of staff.

3.25 Pond

- Adequate warning signs must be displayed in the pond area.
- Risk assessment: the relevant site/premises manager carry out the whole school pond risk assessment. The heads of departments/ curriculum area leaders /subject area leaders carrying out specific risk assessments when activities are planned.
- Maintenance: the site teams are responsible for all pond maintenance.

3.26 Risk Assessments

- The MAT must undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The trust estates and facilities manager is responsible for ensuring risk assessments are undertaken.
- The risk assessor must sign all risk assessments and date it as well as the responsible person.
- There must be arrangements in place for undertaking special risk assessments (such as new and expectant mothers or care plans for those who have health problems). Expectant mothers are encouraged to report this as soon as possible and a revised risk assessment will be carried out.
- There should be periodic review of risk assessments, e.g. annually as a minimum.
- Copies of all risk assessments, including departmental risk assessments, are available to staff at each school.
- All risk assessments are shared with the relevant staff they effect.
- Staff must sign and date they have read and understood each risk assessment that is relevant to their duties.
- Every off-site visit should be risk assessed.

3.27 Smoking

- All schools in the MAT are no smoking sites.
- Signage is displayed on all main external doors used by the public/staff.

3.28 Sports pitches / playing fields

- The site teams are responsible for maintenance of the sports pitches and playing fields.
- The site teams will carry out daily visual inspections at their relevant school and PE staff at each school will carry out a visual inspection of area prior to lesson beginning.

3.29 Staff Consultation / Trade Unions

Please refer to general policy statement at beginning of health and safety policy.

- Health and Safety is discussed, at least termly, at the Finance, Audit and Risk meetings.
- Staff can raise issues of concern and make suggestions for health and safety improvements via team briefings, suggestion schemes, trade union involvement etc.
- The trust estates and facilities manager will be responsible for informing and consulting “in good time” with trade union health and safety representatives on:
 - introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
 - appointment of competent persons on site who will to comply with health and safety requirements .
 - risks to employees health and safety and preventative measure.
 - planning and organising of health and safety training.
 - introduction of new technology and health and safety consequences.
- The Trade Union health and safety information is displayed along with safety representative information in the relevant site staff room
- The health and safety law poster is situated in the reception areas and the staff room. Situated in staff room at HHS.

3.30 Stress and Staff Wellbeing

Staff should refer to the ‘Stress Management Policy’ and ‘Well-being Policy’.

3.31 Swimming pool

- The relevant site/premises manager and their team are responsible for the pool safety.
- The site team receive adequate training (e.g. National Pool Plant Operators Certificate) to make them competent.
- The relevant site/premises manager is responsible for purchasing chemicals and the safe storage of these chemicals. Staff who supervise the sessions require a life saving certificate / first aid certificate.
- The normal operating procedures and emergency plans are kept in the site office and should be adhered to e.g. levels of supervision poolside.
- The recordings of the water tests are carried out when required by the responsible caretaker.
- Outside organisations should be made aware of the operating procedures of the pool and should be a condition of hire that they are followed.
- A first aid box should always be displayed/held in the swimming pool.

3.32 Training and Development related to Health and Safety

- The relevant site/premises manager is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- The relevant member of the senior leadership team is responsible for new staff inductions and briefings.
- The trust estates and facilities manager is responsible for establishing minimum health and safety competencies for certain roles (e.g. relevant site/premises manager, head of department etc).

- The training records are recorded on the relevant schools information management system.
- The trust estates and facilities manager is responsible for ensuring staff undertake refresher training.

3.33 Vehicles on Site/car park arrangements

The relevant site/premises manager is responsible for management of vehicles on site as follows:

- Restriction on vehicle movement at certain times.
- Segregation of large vehicles from pedestrian areas.
- Restrictions on reversing vehicles.
- Special arrangements for deliveries.

All of the above should be detailed in the appropriate risk assessment.

3.34 Violence to Staff / School Security

- The relevant site/premises manager is responsible for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements).
- There is a requirement for all staff to report all incidents of verbal & physical violence.
- Risk assessments should be carried out for hazardous circumstances.

3.35 Water Hygiene

The MAT supports the HSE guidance “The Control of Legionella bacteria in water systems”. The relevant site/premises manager is responsible for:

- the water hygiene log book is kept by the relevant site/premises manager and is available on request.
- carrying out water hygiene sampling.
- site arrangements i.e. automatic flushing systems
- maintenance arrangements for air conditioning units, humidifiers etc

3.36 Management of Asbestos

The trust estates and facilities manager is responsible for:

- carrying out an annual visual inspection, with findings recorded, of all asbestos containing materials across the MAT schools
- ensuring that a refurbishment and demolition survey is carried out prior to any works that will impact on the physical structure of any building within the MAT
- reviewing the MATs ‘managing asbestos’ policy
- ensuring that the relevant schools asbestos register, including contractor management, is being maintained by the relevant site/premises manager

3.37 Work experience students

Staff should refer to the relevant member of the senior leadership team, the ‘Work experience policy’ and also to the leaflet INDG364 published by the Health and Safety Executive (a copy is available from the trust estates and facilities manager).

3.38 Working at Height

- All available equipment is stored securely and is only available to adequately trained staff.
- The relevant site/premises manager will carry out the inspections on the access equipment on a quarterly basis.
- The relevant site/premises manager will carry out pre use checks and record them.
- The relevant site/premises manager will carry out risk assessments and will ensure that their team are aware of the risk assessments.
- Specialist training is required for staff using equipment such as e.g. for ladders / tower scaffolds etc.
- The relevant site/premises manager will ensure staff using the equipment are wearing appropriate clothing / footwear.
- Contractors when working at height should provide proof that they are adequately trained.