

NMAT HEALTH AND SAFETY (H&S) POLICY (Statutory)



PREAMBLE

Every colleague of Nunthorpe Multi Academy Trust should read the Trust's H&S policy which draws attention to the specific obligations of the Board of Trustees.

This policy statement meets specific needs of the Trust's colleagues, students, visitors and members of the public who may use the Trust's premises.

All colleagues are reminded of their duties under Section 7 of the Health and Safety at Work Act 1974. Section 7 enables the premises to successfully carry out practices that are developed to ensure compliance with the Act.

All colleagues have the responsibility to co-ordinate with their Line Managers to achieve a healthy and safe workplace. Each colleague also has a responsibility to take reasonable care of themselves and of others who may be affected by their activities at work.

Overall responsibility for H&S within NMAT is that of the NMAT Board of Trustees.

GENERAL STATEMENT OF INTENT

The Trustees, Governors, Executive Principal and Heads of Schools will, so far as reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for the colleagues and students in its premises. They also accept responsibility for the health and safety of visitors and other people entering or using NMAT's premises.

This policy allocates duties for safety matters and particular arrangements as set out.

This policy should be read in conjunction with the individual Academy's First Aid Policy. The Academy's First Aid Policy delegates responsibility for First Aid to the Executive Principal/ Head of School. The Head of School, in conjunction with the First Aid Co-ordinator, develops detailed procedures.

Both policies will be reviewed and updated - particularly when changes occur either to premises or personnel. The Executive Principal will ensure that this policy is kept up to date.

Colleagues

It is the duty of a member of staff to report any potential Health and Safety problem and also to ensure that they are satisfied that appropriate action is taken to remedy it.

Smoking

With regards to current legislation, this is extended to cover the whole site of each Academy and NMAT has adopted a total no smoking regime on its premises, including playing fields, car parks and external public areas.

This policy will be kept under regular review in light of legal developments and best practice.

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Environmental Policy Statement

NMAT accepts responsibility for the harmful effects its operations can have on both the local and global environment and is committed to reducing them.

NMAT Academies will comply with all relevant environmental legislation and will implement programmes for its staff to raise awareness of environmental issues and enlist their support in improving the school's performance.

NMAT will encourage the adoption of similar principles by its contractors and procure services, materials and equipment from sustainable sources where practicable.

Health and Safety Audits and Inspections

These inspections and audits are carried out regularly by the Health and Safety Team of Redcar and Cleveland Borough Council or other authorised/approved contractor/person.

Violence to Staff

Definition of Violence:

Violence at work can include any incident in which a colleague is abused, threatened or assaulted. As such it can include:

Physical Attack – whether visible injury occurs or not.

Animal Attack – where an animal is used as a threat.

Verbal Abuse – when a colleague feels threatened. This would include sexual or racial abuse by a member of the public.

Attack against property.

All incidents must be reported immediately to the Senior Leadership Team.

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NUNTHORPE ACADEMY

RESPONSIBILITIES

The following persons have responsibilities for health and safety at Nunthorpe Academy premises.

Executive Principal

The Executive Principal has overall and final responsibility for health and safety in the Academy's premises and for drawing the attention of colleagues in these premises to the statement of Health and Safety Policy.

Director of Finance & Operations / Buildings Development Manager

The Director of Finance and Operations, supported by the Buildings Development Manager will be responsible for health and safety in the Academy's premises in the absence of the Executive Principal.

Fire Wardens

The Academy's Fire Wardens are:

Delegated on a Biennial basis currently Heads of Department / Assistant Heads of Department
Head of School
Vice Principal
Buildings Development Manager
Attendance Officer

If they are unavailable, then any member of the Senior Leadership Team can act as replacement.

RISK ASSESSMENTS

These are to be carried out by each individual Faculty/Area within the Academy with supervision by the Buildings Development Manager (if required).

Expectant mothers must notify the Buildings Development Manager, the Director of Academy Operations or the Administration Manager to have a risk assessment carried out at the earliest opportunity.

Risk assessments must be carried out for all external trips.

Risk assessments must be reviewed if any change in practice takes place and also updated on a yearly basis.

COSHH (Control of Substances Hazardous To Health) Assessment

All COSHH documents should be kept by individual Faculties/Areas within the Academy **and followed to the letter.** Any new hazardous materials should be accompanied by COSHH forms. If they are not then the Head of the relevant department/area needs to chase this up immediately; if unsuccessful, this urgent problem must then be passed on to the Buildings Development Manager.

This policy will be kept under regular review in light of legal developments and best practice.

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Any queries with regards to the above MUST be passed to the Buildings Development Manager immediately.

COSHH Assessors

Glen Harris, Buildings Development Manager
Adrian Sturman, Site Team
Lee Hendrickson, Site Team

Portable Appliance Testing (PAT)

This is carried out annually by an outside contractor organised by the Buildings Development Manager.

The Buildings Development Manager will arrange for all new electrical appliances to be tested. Colleagues are not allowed to bring any portable electrical equipment into the Academy as these may not meet the safety requirements for equipment in the workplace.

Watersafe Management and Legionella Testing

These are carried out on a monthly basis by Grahams in accordance with the Local Authority's strict requirements. The Buildings Development Manager will maintain a record of the monthly readings and these will be reported to the Executive Principal/DFO/Head of School as required.

Near Miss and Dangerous Occurrence

Any occurrence or event that may have resulted in loss or injury or caused damage to property must be reported to the Buildings Development Manager.

All staff should read the School's Near Miss Policy and follow the guidance therein.

Accident Recording and Reporting

All accidents and incidents must be reported to Reception or the Main office. They will follow the Local Authority's Corporate Accident reporting procedure which can be found in the Health and Safety file in the Main Office or the Building Development Manager's Office.

Safety Surveys

With regards to Health and Safety and the general upkeep of the Academy's premises, it is the responsibility of the Buildings Development Manager to carry out periodic checks and ensure the site is safe and tidy.

Reporting and Rectifying Faults

All faults or requests for minor jobs/works must be reported using the Maintenance Helpdesk on the Academy's intranet. Any major works or emergencies must be reported immediately to the Building Development Manager.

All faults and requests for minor jobs/works will be rectified by the Site Management Team according to an agreed schedule of work.

This policy will be kept under regular review in light of legal developments and best practice.

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General Fire Safety

It is the responsibility of the Building Development Manager to carry out periodic fire drills in accordance with the local Fire Authorities procedures.

It is the responsibility of the Site Management Team to ensure all fire routes are kept clear (on a daily basis) and carry out weekly checks of the Fire Alarm system.

Professional Association Representatives

The Academy has a representative from the following professional association:

NASUWT.

Training

It is the responsibility of all Line Managers to ensure any training necessary for colleagues is given or made available.

Safety training is undertaken during the colleague's induction into our Academy.

A copy of the Academy's Health and Safety policy and the Academy's obligations are held centrally on Share Point and colleagues will be made aware of this during their induction.

Control of Visitors

All visitors to the Academy's site must sign in at the Academy's Main Reception. At this time they will be provided with a Visitors ID badge including health and safety information

Control of Contractors

A Control of Contractor form **MUST** be completed before any works can be started on site by the contractor in question. This must be signed off by the Buildings Development Manager. These forms are obtained and filed in the Academy's Main Reception.

Colleagues Leaving The Site During the Working Day

For fire evacuation procedures, any colleague leaving the site during the normal working day **MUST** sign out using the appropriate signing in/out procedure at the Main Reception desk and sign back in on their return.

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RYE HILLS ACADEMY

Responsibilities

The following persons have responsibilities for health and safety at Rye Hills Academy premises.

Executive Principal

The Executive Principal, supported by the Head of School, has overall responsibility for health and safety in the Academy's premises and for drawing the attention of colleagues in these premises to the statement of Health and Safety Policy.

Director of Finance & Operations / Senior Manager with Responsibility for H&S

The Director of Finance and Operations, supported by the Director of Operations/Senior Manager with Responsibility for H&S will be responsible for health and safety in the Academy's premises in the absence of the Executive Principal/Head of School.

RISK ASSESSMENTS

Site Issues other than curriculum

The Director of Operations/Health and Safety Manager is responsible for all place of work risk assessments, other than those undertaken by teaching staff as part of normal curriculum delivery (e.g. Science, D&T and PE). Risk Assessments for classroom curriculum activities are to be carried out by Subject Leaders. The Health and Safety Manager will assist with Risk Assessments if required.

Expectant mothers must notify the Director of Operations/Health and Safety Manager to have a risk assessment carried out at the earliest opportunity.

Out of School Activities HASLOC

The Health and Safety Manager is currently also responsible for all risk assessments appertaining to out of school activities i.e. trips, college visits, work placement schemes, etc. Staff should note that risk assessments should be undertaken for all lessons outside the normal teaching area, e.g. one-off lessons taken outdoors.

COSHH (Control of Substances Hazardous To Health) Assessment

All COSHH documents should be kept by individual Faculties/Areas within the Academy **and followed to the letter**. Any new hazardous materials should be accompanied by COSHH forms. If they are not then the Head of the relevant department/area needs to chase this up immediately; if unsuccessful, this urgent problem must then be passed on to the Senior Manager with Responsibility for H&S.

This policy will be kept under regular review in light of legal developments and best practice.

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Any queries with regards to the above MUST be passed to the Senior Manager with Responsibility for H&S immediately.

COSHH Assessors

Mr N Waugh, Health and Safety Manager/ Director of Operations

Subject Leaders for D&T, Science, Art (as above)

Technicians (Science and D&T)

Mrs A Langley, Cleaning Supervisor

Mrs G Regan, Catering Manager

Portable Appliance Testing (PAT)

This is carried out annually by an outside contractor organised by the Senior Manager with Responsibility for H&S.

The Senior Manager with responsibility for H&S will arrange for all new electrical appliances to be tested. Colleagues are not allowed to bring any portable electrical equipment into the Academy as these may not meet the safety requirements for equipment in the workplace.

Watersafe Management and Legionella Testing

These are carried out on a monthly basis by an external contractor in accordance with the Local Authority's strict requirements. The Senior Manager with Responsibility for H&S will maintain a record of the monthly readings and these will be reported to the Executive Principal/DFO/Head of School as required.

Near Miss and Dangerous Occurrence

Any occurrence or event that may have resulted in loss or injury or caused damage to property must be reported to the Health and Safety Manager.

All staff should read the NMAT Near Miss Policy and follow the guidance therein.

Accident Recording and Reporting

Accidents involving Students or Staff which require First Aid and/or a Hospital visit must be reported to the Health and Safety Manager and recorded as required by current Rye Hills Academy Accident and First Aid Policy.

All accidents which require external medical assistance such as Doctor or Hospital referral must be reported to the Health and Safety Manager.

Other accidents of a trivial nature such as lacerations sustained during the course of lessons which require First Aid treatment must be recorded in the Schools First Aid folder, irrespective of how minor. This folder is kept in the Medical Room.

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The entry should include the time and date, name of student, brief description of how the injury was sustained; the entry must be signed by the member of staff who is completing the entry. This shall apply at all times when members of the school are involved (e.g. including after school activities, Youth Group etc.).

All accidents involving a member of staff, contractor, visitor or user of the premises must be recorded in the Accident Book. This is located in the Main School Office.

It is a legal requirement under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR) to report certain events to the LA. Guidance on this can be obtained from the Health and Safety Manager.

Reporting will follow the procedures identified in the Accident and First Aid Policy.

All staff must read the Academy's Medications Policy and follow the guidance therein.

Safety Surveys

With regards to Health and Safety and the general upkeep of the Academy's premises, it is the responsibility of the Senior Manager with Responsibility/Director of Operations for H&S, department staff and site staff to carry out periodic checks and ensure the site is safe and tidy.

Reporting and Rectifying Faults

All faults (other than ICT) should be reported via the Caretaker Job Manager on the school intranet. The Senior Caretaker will prioritise all jobs and will allocate the repairs in-house or request the attendance of the nominated contractor to attend.

Emergency faults should be brought to the attention of the Health and Safety Manager or the Duty Caretaker in his absence.

General Fire Safety

Site evacuation procedures are displayed throughout all academies and also published in the Academy's handbook. See also the Fire Safety Policy document.

All staff MUST familiarise themselves with the layout of the building and the various evacuation routes available. Each room within the premises has a Fire Safety Notice displayed, together with Evacuation Procedures summary.

Professional Association Representatives

The Academy has a representative from the following professional associations:

NUT

NASUWT

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Training

Any requirements as to Health and Safety Training should be brought to the attention of a Line Manager who should submit application through the Health and Safety Manager who will liaise with the Senior Leader responsible for CPD.

Control of Visitors

All visitors must report to the main reception, identify themselves and state, the nature of their business.

They must sign in and be issued with a coded visitor pass which must be displayed at all times. Colour coding of the lanyard identifies if access is restricted under Safeguarding. Visitors will remain at reception and await their host to escort them through the building.

Members of staff are encouraged to be proactive in challenging any person who enters the premises and is not displaying an official pass.

At the end of their visit the visitor's host will return them to reception at which point the visitor will sign out of the building and return their pass.

Visitors who regularly use the building e.g. contractors will receive a site induction from the Health and Safety Manager or Senior Caretaker.

Control of Contractors

All contractors must follow the signing in procedure and ask for the Senior Caretaker in the first instance or the Duty Caretaker in his absence.

It is a requirement that all contractors visiting Rye Hills Academy, if in school whilst students are present; should have DBS clearance. Contractors must wear the correct colour ID badge whilst on site.

No work activity will start before completion of an Authorisation to Work Form signed by the contractor and a representative of the School.

Any contractor work activity, other than survey and inspection; must have an Authorisation to Work permit issued prior to commencing any task. Such instances may also be subject to job specific Risk Assessment. Separate forms are provided where Hot Work is involved. No work activity beyond that which is described on the form shall be carried out.

Undertaking repairs and reactive maintenance tasks during the school term will be kept to the absolute minimum except in the case of emergency situations. Routine preventative maintenance and shut down repairs shall be undertaken during school holidays where the hazards and risks associated with such tasks are of less risk to the students and users of the building. This also reduces the risk regarding Safeguarding.

Colleagues Leaving the Site During the Working Day

Students leaving the school site during the course of the school day must sign out in the designated book at main reception. They should indicate the reason for leaving, which member of staff granted permission and the time they left and or re-entered the premises.

This policy will be kept under regular review in light of legal developments and best practice.

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Staff leaving the premises, other than at the midday break must inform their Line Managers, and sign out on the appropriate system at the main reception; indicating the time they left and re-entered the building.

All staff must advise their own area that they are leaving the premises during the midday break to maintain accountability in the event of evacuation procedure and to remove congestion at reception.

This policy will be kept under regular review in light of legal developments and best practice.