



# **HEALTH AND SAFETY MANAGEMENT SYSTEM**

## **Risk Management**

**September 2023**

Date for Review: September 2024



## **Definitions**

For the purpose of this document:

James Montgomery Academy Trust is referred to as JMAT

Academy/School refers to all schools within the Trust

Pupils refers to all pupils on roll within the Trust, on any site at any one time.

RMy refers to the Safeguarding Recording System in schools "Record MY"

This policy states in broad terms JMAT's commitment to managing health and safety, its roles and delegations around health and safety arrangements.

The competent person under regulation 7 of the Management of Health and Safety at work Regulations 1999 is the Strategic Operations Lead referred to as SOL.

The Chief Executive Officer is referred to as CEO.

## **Statement of Intent**

The purpose of this document is to describe how James Montgomery Academy Trust (JMAT) meets its statutory obligation by implementation and maintenance of a JMAT wide H&S Management System. JMAT considers health and safety a priority in its schools. JMAT takes all reasonable steps to provide a safe and caring environment for children, staff and visitors in line with the trust vision 'Our schools are child centred, inclusive and distinctive, delivering excellence in education, sharing best practice and building aspiration.

Compliance with and commitment to this H&S Management System is MANDATORY and is designed to help everyone meet their H&S responsibilities.

This policy will be brought to the attention of every employee during the induction process, and during an annual briefing at the start of each academic year via RMy. An electronic copy is available through the JMAT website. Paper copies are kept in each school displayed on their mandatory H&S Board.

This policy is reviewed annually and or as a result of direction from strategic partners and trustees. It is the responsibility of all Headteachers and or Heads of School to ensure that all staff are fully familiar with health and safety procedures, are appropriately trained and resourced to carry out their duties.

The JMAT core team continue to provide a professional and comprehensive service and are available to provide support, advice and guidance to all across the MAT.

## Policy Statement

**Aim:** The James Montgomery Academy Trust recognises that people are our key resource and aims to be an organisation that consequently at all levels of management including its most senior it is committed to ensuring the health, safety and welfare of its employees, contractors, pupils, members of the public and anyone else that comes in to contact with our work activities.

The CEO accepts the duties and obligations imposed by legislation and recognises that this stance of compliance and commitment contributes to overall business performance by reducing injuries and ill health and therefore reducing unnecessary losses and liabilities. The achievement of a good health and safety record is as important as other business objectives and priorities.

The Strategic Leadership team both in JMAT and its schools will support the CEO in delivering this risk management process and integrating health and safety into every decision made across the MAT. Whilst accepting the minimum standards set by legislation, JMAT aims to produce high standards of health and safety and strives to create and maintain a culture of positive regard to ensure standards continue to be raised.

It is the role of everyone within the JMAT to work towards meeting our obligations together and every employee must take an active role in complying with and implementing the Policy effectively.

### **Objectives:**

- To provide adequate control of the health and safety risks arising from our work activities
- To demonstrate a positive culture towards health and safety and welfare of all in our employ
- To consult with our employees on matters affecting their health and safety
- To provide a safe working environment, with adequate welfare facilities
- To provide and maintain safe plant and equipment
- To ensure the safe handling and use of substances
- To provide suitable and sufficient training information, instruction and supervision for all employees as identified by both statute law, line management and appraisal
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To employ competent person or persons to ensure adequate control
- To commit to continuous improvement regarding the management of Health and Safety and the active reduction of accidents and incidents in number and severity
- To conduct, amend and review risk assessments for all workplaces and activities and their subsequent use to manage, inform and improve safety
- To encourage near miss reporting, recognising their value
- To implement an annual programme to audit Health and Safety
- To undertake both proactive and reactive measures to improve performance
- To revise and update this Policy as necessary at regular intervals

I urge all employees to co-operate fully with the measures the JMAT implement as a result of this policy to ensure, so far as is reasonably practicable the health and safety of both themselves and other.



A handwritten signature in black ink, appearing to read 'D Silvester'.

**David Silvester Chief Executive Officer**

## Legal Framework

This policy gives due regard to the relevant legislation and guidance

- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- Management of Health and Safety Regulations (Amendment) 2006
- Control of Substances hazardous to Health 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Fire Reform Act 2005

This policy will be implemented in conjunction with but not limited to the JMAT's:

- Child Protection Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing
- Supporting children with Medical Needs
- SEND
- Intimate Care Policy
- Violence towards Staff Policy
- Infection Control Policy
- First Aid Policy

## Organisation – Duties and Responsibilities

### CEO

- Has ultimate responsibility for ensuring that risks encountered in JMAT are properly managed.
- Must ensure that the **Health and Safety Champion** has necessary competence, resources and the support of other management to carry out their functions.
- Requires that all staff carry out their responsibilities for and comply with this Health and Safety Management System and ensure responsibilities are assigned appropriately
- Is responsible for ensuring that Health and Safety issues are considered when making strategic decisions or specific plans.
- Will ensure that sufficient resources are made available to allow health and Safety to be adequately managed.
- Will consider feedback on actual performance and instigate any remedial action to overcome deficiencies.
- Will provide lines of responsibility for communication and consultation
- 

### **Health and Safety Lead (SOL) will:**

- Ensure that health and safety is considered when developing policy and services
- Encourage commitment to best practice and ensure health and safety has a high profile
- Promote H&S awareness at all levels to that employees and others are protected and protect the JMAT's reputation.
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities where appropriate and requested
- Monitor and review health and safety including the policy and statement
- Investigate accidents and incidents and seek external professional engagement where necessary
- Monitor accidents and incidents including NEAR MISS reporting for trends and address procedure and policy where required

***The Head of School/Headteacher (delegated duty holder) will:***

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure all staff are aware of their responsibilities and how the H&S management system applies to them
- Ensure Risk Assessment are completed and safe working practices are adopted by all
- Include Health and Safety is on the agenda of team meetings and solicit input from participants
- Fully investigate accidents and incidents and engage the support of the Health and Safety Champion appropriately
- Communicate issues that would benefit a wider audience by discussion or implementation
- Ensure adequate supervision, recruitment systems and training, coaching or other is deployed

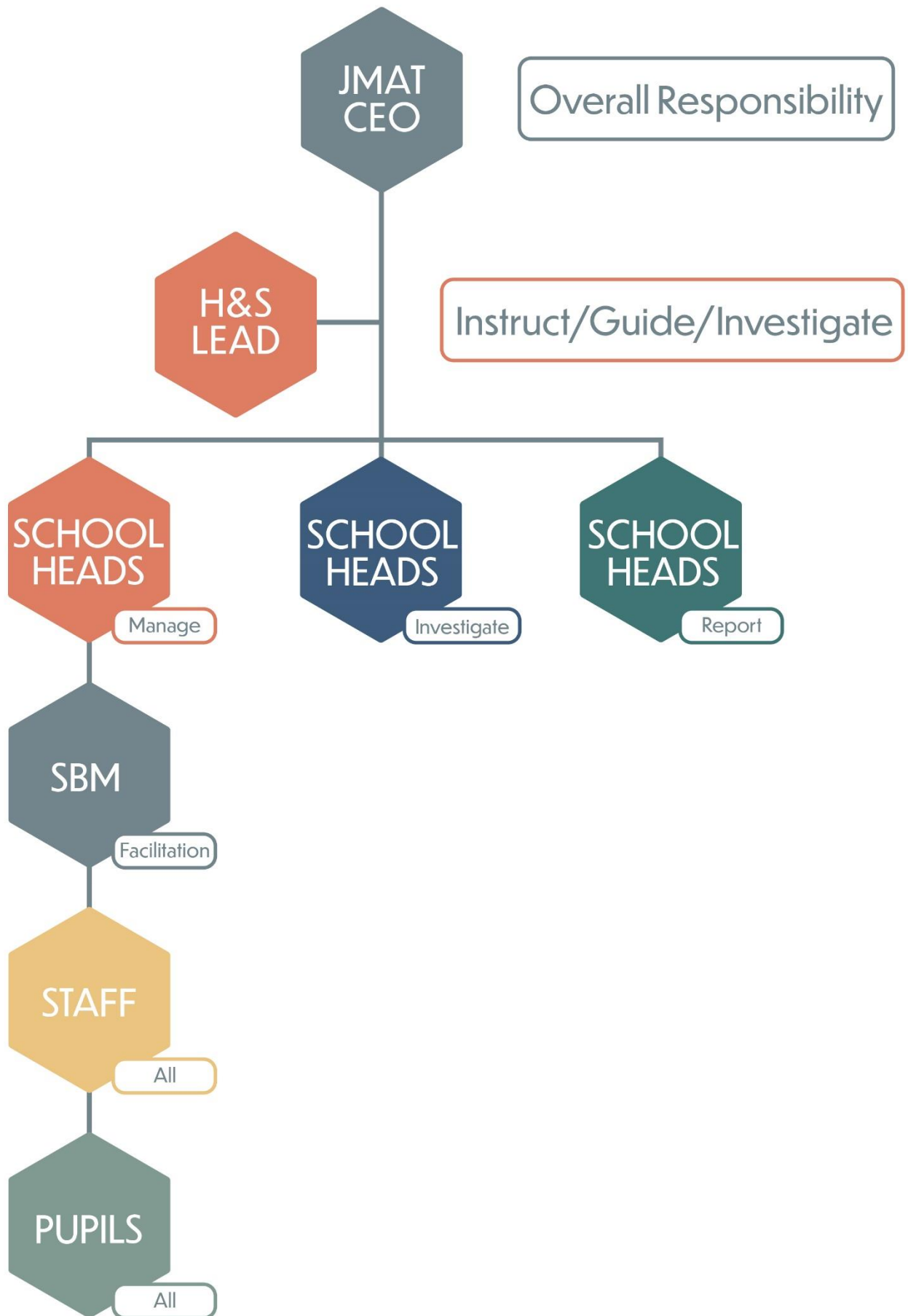
***All employees will:***

- Cooperate with and support the implementation of these health and safety arrangements
- Take reasonable care of themselves and others who may be affected by their acts and omissions
- Use all work items correctly in accordance with training and instruction – Not to misuse anything provided in the interests of Health and Safety
- Ensure as far as is reasonably practicable that their area of work and activity is safe
- Engage with headteacher in drawing up Risk Assessments for their activities
- Undertake any training needs identified in risk assessment of contained within this Management System
- Work to documented safe working practices, regulations, codes of practices and directed
- Report shortcomings to the school office so they can be recorded and shared with JMAT
- Report accidents/incidents or near misses no matter how minor

***Local Governing Body will:***

- Request reports on all accidents and incidents including near misses termly
- Ensure that the annual Health and Safety Audit System is applied and findings acted upon in so far as is reasonably practicable
- Appoint a specific governor to review H&S in school to monitor the upkeep of buildings and grounds as per the audit system, ensure that this is used to prioritise need and inform planning.
- Challenge the effectiveness of strategies deployed and report to JMAT any issues that would benefit a wider audience by discussion or implementation
- Ensure that regulations and legislation is followed
- Deploy appropriate disciplinary proceedings where any breach to health and safety is concluded by an employee

Summary of Organisation and Responsibilities



# General Health and Safety Arrangements

## **Introduction**

This section outlines the main hazards and key issues that are relevant throughout the JMAT. It is recognised that there are issues, which must be covered by specific risk assessments and associated procedures. Detailed policies, guidance, and procedures can be found on the JMAT shared access portal or Safeguard i.e. Safeguarding, KCSIE 2022 etc.

## **HSG65 – Health and Safety Guidance and Successful Health and Safety Management**

Successful Health and Safety Management gives guidance that should form the basis of how JMAT is managed as regards to our health and safety commitments

This guide sets out best practice for effective management of health and safety, looking at different issues which may need to be addressed, be developed and implemented.

The key areas of successful H&S Management include:

- ✓ Health and Safety Policy
- ✓ Organisation/H & S Arrangements
- ✓ Risk Assessment
- ✓ Planning and Setting Standards
- ✓ Measuring Performance
- ✓ Reviewing Performance and Audit

## **Accident, Near Miss and Incident Reporting and Investigation**

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

- a) All accidents and incidents whether they result in injury, damage or near misses are to be reported using the appropriate JMAT accident/incident reporting process on RECORD MY (RMy)(Sept 2021) (Pupils only)
- b) All accident and incident forms should be flagged to the JMAT H&S Champion. Where paper copies are used (staff only) – emailed and retained on site
- c) All serious accidents or incidents with a matrix score of above 9 should be investigated by Senior Leadership and or the H&S Champion.
- d) All serious accidents or incidents should be accompanied by witness statements.
- e) Investigations, reporting and recording of accidents/incidents, whether they result in injury, damage or near miss and dangerous occurrences are to be carried out by immediate Line Managers or Supervisors and if necessary engage the services of the JMAT H&S Champion.
- f) Wherever possible reports should be accompanied by a signature from the injured party.
- g) For accidents and incidents involving employees, the Fair and just decision tree should be referred to for guidance.
- h) Injuries, diseases and dangerous occurrences will be reported to the Health and Safety Executive and or any other relevant public body (in the case of coronavirus LHPT) by JMAT H&S Champion and reported to JMAT H&S Champion.

## **Asbestos**

(Control of Asbestos Regulations 2012)

- a) All buildings and structures will have an assessment for the presence of asbestos containing materials.
- b) All assessments will be updated regularly or as a result of addition or change to the buildings and structures.
- c) No work will be permitted with the exposure of employees or others to asbestos containing materials having been carried out.

- d) Those employees, contractors and or other who may be exposed to asbestos whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.
- e) The Asbestos Registers will be reviewed and signed by contractors and staff when works are undertaken.
- f) All employees who may discover asbestos or suspected asbestos in the work place will be instructed to cease work until the material has been analysed by an expert.

## ***Communication & Training***

Detailed guidance and information about health and safety issues can be found on the Forge CPD online platform and as an appendix to this policy. The JMAT provide competent health and safety advice for Trust staff and can be contacted on 01709 763905 or [info@imat.org.uk](mailto:info@imat.org.uk). The Health and Safety Law poster shall be displayed in key areas within our schools and the H&S Law leaflet made available to all staff using the RMy system.

All employees shall be provided with:

- Induction training in requirement with this policy
- Updated training in response to any significant change in role or responsibility
- Training in specific skills needed for certain activities as identified by the relevant risk assessment
- Refresher training where required

A training matrix is included in the Appendix. This clarifies mandatory training as well as optional training for staff and managers across the trust.

Each member of staff is responsible for drawing to the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

## ***Confined Spaces***

(Confined Spaces Regulations 1997)

Managers and Supervisors follow the principle:

- Avoid entry to confined spaces e.g. by doing the work from outside
- If entry to a confined space is unavoidable, follow a safe system of work; and
- Put in place adequate emergency arrangements before the work commences

Those employees who may enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction and guidance

## ***Construction Health, Safety and Welfare (CDM)***

(Construction (Design and Management) Regulations 2020)

This regulations overall aim is for health and safety to be treated as an integral part of the project and not as an additional complication.

- a) Prior to commencement all projects involving building and construction should be evaluated for the application of CDM.
- b) All building and construction works should be carried out in a way that protects the health and safety of those working on site and others.
- c) Managers are responsible for carrying out site inspections on an appropriate basis depending on the nature of the work.
- d) For all major works or minor works that include the engagement of external contractors should be undertaken by an ISO Certified company and be appropriately project managed.
- e) Works on school premises which are intrusive will not be engaged without full Risk Assessment and Method Statements being obtained from the contractor – including confirmation of their Public Liability Insurance.

## ***Consultation with Employees***



(Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996)

JMAT will consult with recognised trade unions and employee representatives, through HR as appropriate. Consultation is to take place where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which affect employees, including the sharing of Risk Assessments.

### **Contractors**

- a) Contractor work on our schools carries a dual responsibility. Employees organising such works should ensure that there is effective liaison with the contractor and that all parties involved understand their responsibilities in relation to health and safety (See CDM).
- b) Contractors when on site are expected to follow school safety procedure.
- c) Method statements and Risk Assessments should be obtained for all invasive works.
- d) Contractors will be expected to share their own Health and Safety Policy with the employing school.
- e) Contractors whose work requires them access to site unaccompanied/ alone should be required to present an up to date DBS certificate and where possible all should be escorted during their time on site.
- f) All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

### **Corporate Manslaughter and Corporate Homicide Act 2007**

The Corporate Manslaughter and Corporate Homicide Act 2007 is a landmark in law. Companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.

The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality.

The JMAT will ensure that systems and procedures are in place, implemented and identified through this policy. JMAT will ensure that there are no practices, cultures, acts, attitudes or systems which are likely to encourage any serious management failure.

### **Display Screen Equipment (DSE)**

(Health and Safety (Display Screen Equipment) Regulations 1992)

These regulations only apply to those workers whose work regularly requires the significant use of display screen equipment.

- a) We will analyse workstations to assess and reduce risks.
- b) Make sure adequate controls are in place and provide information and training to meet the employee's needs.
- c) Provide upon request eye sight tests and specialist spectacles if needed.
- d) Review the assessment when the DSE or user changes.
- e) Employees will consult with JMAT about their health and safety and welfare to help manage associated problems.

### **Educational Visit Risk Assessment Tool**

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each academy year parents are asked to sign a form giving their permission for visits. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

Educational Visits must be logged by the schools EVC or headteacher, using the JMAT Risk Assessment Tool for Educational Visits. All information must be submitted with Operator or Provider Risk Assessments and Public Liability Information provided in email format sent to JOliver@jmat.org.uk. Schools own liabilities and responsibilities should be considered within schools own Risk Assessments and submitted to the H&S Champion/ Strategic Operations Lead within JMAT.

## ***Electricity & Equipment – HSG107***

(Electricity at work Regulations 1989 and the Provision and Use of work Equipment Regulations (PUWER) 1998)

JMAT will ensure that in line with statutory obligations and regulations, precautions are taken against the risk of death or personal injury from electricity in the workplace. JMAT recognises its duties as an employer, sub-contractor and tenant of public buildings and will ensure so far as is reasonably practicable that all electrical systems are constructed and maintained to prevent danger.

Those dangers are: electrical burn, electrical shock, electrical arcing, explosions caused by electricity and fires of electrical origin.

- We will do this by ensuring that all electrical equipment is tested annually and serviced with remedial works being implemented as a priority.
- Ensuring that no one overloads any source of electric within their work environment.
- Circuit conductors are protected in all areas to prevent shock.
- All exposed metalwork is protected by earthing or other means.
- Protecting electrical systems against short circuiting.
- Ensuring that any person working with electrical systems is appropriately qualified to do so and is deemed competent.
- **Fixed wire testing will be carried out on a 5 year cycle conducting 20% test annually as best practice model.**
- Portable Appliances will be carried out annually by a competent person.
- Staff will carry out daily visual inspections of all portable electrical equipment used in their daily duties and report any defaults to management.
- Any equipment in the JMAT and its school should be used safely and for its intended purpose only.
- Equipment identified as defective will be taken out of use immediately and labelled accordingly. Office staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment must be introduced to school without the agreement of the Head of School/headteacher.
- Electrical equipment will be tested regularly, and at least annually. Plugs and leads will be visually checked regularly by the user with any defect reported immediately.
- The outcomes of the annual electrical testing will be recorded in an inventory of all electrical equipment.
- Any electrical equipment used outside must be attached to the electric supply through a Residual Current Device (RCD), and any lead should be covered by mats to allow safe passage over the wire where appropriate/necessary.
- Electrical sockets should be switched off before a plug is removed.
- Fire-fighting equipment and alarm systems are maintained via annual contract.
- PE equipment is maintained via an annual contract.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

## ***Emergency Plan***

In the case of an emergency, the school will follow their planned emergency procedure, in accordance with the Health and Safety Policy. All staff members who have agreed to perform certain tasks/duties in such events will be trained and appointed to:

- Contact and liaise with emergency services

- Provide first aid
- Move children to a safe place
- Calm and provide comfort
- Contact parents/carers
- Deal with any media interest.

### ***Enforcement of Health and Safety***

JMAT are committed to ensuring that all contact with enforcement officers is recorded and matters of concerns addressed. Enforcement agencies are:

- Health and Safety Executive
- Environment Agency
- South Yorkshire Fire and Rescue Service
- South Yorkshire Police
- Local Public Health Teams

The appropriate management within JMAT have the authority to stop, suspend or restrict any operations being carried out by or on behalf of JMAT where practices or circumstances are deemed to present serious or imminent danger.

### ***Fire and Emergency Arrangements***

(The Regulatory Reform (Fire Safety) Order 2005)

- JMAT Facilities Management will undertake a Fire Risk Assessment in all buildings operated in or unoccupied by JMAT and will ensure frequency of inspection and review of assessment to maintain compliance with law, regulations and guidance as and when it is amended.
- Periodic Fire Drills will be carried out and monitored by the School Business Manager and H&S Champion during Audit
- People with disabilities must be specifically catered for by the completion of Person Emergency Evacuation Plans
- Evacuation drills must be recorded in the Fire Log Book
- Fire Marshalls will be appointed voluntarily to assist in evacuation drills.
- All means of escape, fire detection, alarm systems and fire equipment will be fully maintained and subject to annual testing.
- All works undertaken within JMAT premises must include for consultation with the H&S Champion and link to CDM and Building Control where appropriate
- All works specifying alteration to premises will trigger a review of the Fire Risk Assessment to include the area(s) changed or addition to premises

### ***First Aid***

(Health and Safety at Work Act (First Aid) regulations 2011) **See First Aid Policy 2023**

JMAT will ensure that arrangements are in place to allow for the initial management of an injury. JMAT will ensure that each academy school provides:

- Equipment and facilities that are adequate and appropriate for the enabling of first aid to be rendered to employees if they become ill at work.
- Suitable person(s) as is adequate and appropriate in the circumstances who hold appropriate qualification and receive additional training if required.
- A sufficient number of suitably trained person(s) to carry out the first aid duties in the absence of named personnel.

***First aid personnel and facilities should be available to give immediate assistance to casualties who suffer injury/illness at work and to summon an ambulance or other professional medical help***

**Training will be carried out by approved providers.**

**First Aid boxes will be regularly examined by the relevant first aider(s) or other appointed persons.**

Hazards and risks will be considered when assessing the first aid needs in the workplace, the nature and distribution of the workforce, the size of each organisation and remoteness of location of work.

Pupils will be considered within this policy and procedures.

A suggested minimum stock for first aid provision has been made available.

Best practice in our academies, following DfE guidance is to ensure all employees are suitably trained in delivering First Aid at Work with refresher training accessed every 2 year. Emergency First Aid at Work should be considered the minimum qualification for all other employees.

Full Paediatric First Aid Training must be made available to and be held by at least 2 members of staff in each academy setting. This training must be undertaken in full every 3 years.

## ***Gas Safety***

JMAT and its academies will comply with the Gas Safe (installation and Use Regulations) 1998 to ensure that any gas appliance and associated pipework with installations is maintained in a safe and working condition. Suitably appointed qualified contractors will be instructed to carry out gas checks at regular intervals, recording with the Site Manager/SBM. Defects or reports of gas smells should be reported by any and all staff members immediately to the Site Manager/SBM for appropriate investigation/remedy.

## ***Hazards to Health***

(Control of substances hazardous to Health Regulations 2002 (COSHH), Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986)

These regulations designed to protect people against risks to their health from exposure to substances that are hazardous to health, which are either used or present in the workplace.

To comply with these regulations we will:

- Ensure that any substance or process, which is hazardous to health has been subject to appropriate assessment before use.
- JMAT Health and Safety Champion will assist in the preparation of COSHH assessments, measurements and evaluation of exposure and precautions to be taken where necessary.
- Share information on assessment to employees using those substances or processes.
- Legionella – specific Risk Assessments will be obtained by a professional body and checks will be carried out on site by appropriately trained person(s). Academies are responsible for controlling the risks associated with legionella bacteria arising from work activities and systems on its premises.
- Pathogens and exposure to diseases transmittable through animals of all species shall be monitored and work activities risk assessed appropriately for the person(s) exposed.
- All schools with Pets or access to Pets will produce a Schools Pets Policy and appropriate Risk Assessment.

## ***Health Surveillance***

Where employees are exposed to hazardous substances, JMAT will, in line with the requirements of the regulations if there is a likelihood that exposure to a substance might cause an identifiable and or adverse health effect, provide adequate health surveillance and records obtained but kept confidential for monitoring purposes.

## **Insurance**

Schools are insured by the DfE Risk Protection Insurance administered by Topmark Claims Management Ltd with Risk Management advice from Willis Towers Watson.

Schools must display the Insurance Documentation.

## **Legionella**

Legionnaire's disease is an infection of the lungs, contracted by inhaling droplets of contaminated water containing the legionella bacteria. The bacteria can be found within water tanks/cooling towers and air conditioning vents. JMAT and its academies will regularly check its systems and appoint a suitably qualified contractor to undertake individual Risk Assessments and review periodically. The Site manager will ensure that routine checks are conducted to identify potential hazards and record findings in the Log Book.

## **Lock Down Procedures**

*JMAT recognises the potential threat of terrorism / violence to its employees and has procedures in place to react to such a threat. Our academy schools will*

- *Assess the risk of terrorist attack, aggression, violence, or potential violence to employees and others and take all reasonably practicable measures to eliminate or reduce the level of risk to health and safety.*
- *Ensure that employees do not address a situation alone and put themselves at risk.*
- *Ensure that staff know to report to the Health and Safety champion where exposure to violence etc. has occurred.*
- *Produce an Emergency Plan to respond to all threats.*
- *Ensure a lockdown drill is rehearsed at least annually*

## **Lifting Operations and Lifting Equipment Regulations (LOLER)**

LOLER applies to all lifting equipment and operations. This includes equipment to reduce manual handling, passenger lifts and level lifts to move a person from one level to another. JMAT ensures that all equipment in schools will be checked and inspected at least annually. JMAT and its academies will conduct specific risk assessments and put in place suitable and sufficient maintenance and testing procedures where appropriate.

## **Lone Working**

JMAT recognises that there are risks to employees working alone in the undertaking of their duties as employees. Specific Risk Assessments will be undertaken by managers for lone workers and further control measures will be implemented for reduce the risks. In line with the Suzy's Personal Safety Code, schools should:

- Implement a buddy system (so colleagues always know each other's whereabouts and contact details. This should include checking in and out when meeting arriving at and leaving the property, including out of normal office hours.)
- Have a system in place for colleagues to raise the alarm back at the office in case of an emergency while working alone e.g. when conducting home visits.
- Have a clear procedure to follow if someone does not return or check in when they were expected.
- Where possible arrange for viewers to visit the office before meeting them at the property so that colleagues have also seen them.
- Offer all staff a personal safety alarm and have discreet lone worker devices available. Before conducting a viewing, find out who else will be present in the property (current tenant, contractors etc) when you visit.
- Finally, make sure all staff are aware of and have access to the personal safety measures available.

Employees will be informed of any additional risks that they may face as a lone worker.

Employees should avoid lone working wherever possible.

Best Practice - when two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible.

### **Key Holder Safety during Call Outs**

*Key holders on call out should be mindful of their own safety. If the police have left the premises a key holder can contact the police and request that they return before entering the building. Key holders should lock themselves in. Before leaving the key holder should ensure that the school is secure and the alarm re-set.*

*If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the school's wellbeing.*

### **Maintenance of Buildings, Plant and Equipment**

Regular inspection and testing of school buildings, plant and equipment is conducted to ensure that both work equipment and the work environment are maintained in a safe and efficient state. Maintenance tasks and their frequencies are listed for each site within the operational compliance docs controlled by the SOL. All staff are required to report any problems found with plant/equipment to the responsible manager. Maintenance issues or defects relating to sites and building, fixed plant or equipment and non-fixed equipment relating to the premises management should be reported to the relevant premises lead using the operational compliance manager to the SOL. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Manual Handling**

(Manual handling Operations regulations 1992)

Identified as lifting, pulling, pushing, putting down, carrying and or moving a load by hand or bodily force.

Managers will ensure that manual handling activities within their work areas and the employees who carry out these such tasks on a regular basis have been assessed to ensure risks are identified and minimised.

When assessing risk the following hierarchy must be followed:

Avoid – where reasonably practicable avoid the task, or consider automation.

Assess – If not able to be eliminated, assess the task to limit the load to as low as possible and ensure the person carrying out the task is deemed competent.

Reduce – once assessed the risk should be reduced as low as possible by the application of control measures.

**Pupils:** *In the event of children moving equipment (i.e. tables and chairs) the above applies and each child should be taught by demonstration/modelling of how to lift and move the equipment. Techniques should be revised at least each year with new classes. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.*

### **Medication Arrangements**

Arrangements for medication are detailed within the **Supporting Pupils with Medical Conditions policy**.

Where medium term or long term arrangements are required to be in place, a pupil must have an individual Risk Assessment in place. This must be shared on the pupil's chronology on RMy.

It is the responsibility of the administration staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

### **Moving and Handling**

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section and manual handling section. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in a pupils

risk assessment, All moving and handling of pupils will be risk assessed by the SENCO and recorded in a specific handling plan for the individual concerned. The training should be linked to the specific handling plan and with reference to any necessary equipment required.

## **Noise**

(The control of Noise at Work Regulations 2005)

This regulation relates to maximum noise levels and exposure limits which are acceptable in the workplace.

Where employees are subject to undertaking activities that are noisy an assessment must be carried out to measure the audible density and exposure time to the employee. Maximum exposure value is 87cB taking account of reduction in of exposure provided with the use of PPE.

Further specific details are available upon request.

Health Surveillance will be provided for those who are regularly exposed above the upper exposure action value.

Environmental noise pollution should be referred to Environmental Health

## **Personal Protective Equipment**

(The Personal Protective Equipment Regulations 1992)

This regulation covers all clothing and equipment which can protect the employee from external hazards e.g. providing a hart-hat where there is danger of materials falling from height onto an employee's head.

**A Safe Place Strategy** must be the FIRST OPTION CONSIDERED – Risk Assess to identify and reduce risk, highlight hazard and degree of risk then applying control measure or engineer solutions to reduce or percent the exposure to the risk.

**A Safe person Strategy** should be used as a last resort, as this alone does not make the work activity safe. Used where controls and engineered solutions do not remove risk as a further control only.

All PPE required by employees to reduce risk of exposure whilst carrying out their duties must be provided by individual academies/schools. Employees have a responsibility to co-operate with regard to PPE and must wear it when it is required as identified by Risk Assessments or method statements.

## **Provision and Use of Work Equipment Regulations (PUWER) 1998**

PUWER places a duty on employers and employees to ensure that all equipment used at work is designed, purchased and maintained correctly so as not to cause harm. Machinery should be services and maintained and cleaned in accordance with manufacturer's instructions and not tampered with. Only equipment purchased from reliable sources will be used within the academy and used for its intended purposes. Equipment found to be un serviced or unsafe should be marked accordingly and brought to the attention of the Site Manager/SBM. Equally staff should be discouraged from bringing equipment from home for use at work.

## **Risk Assessment**

(The Management of Health and Safety at Work Regulations 1999)

The underlying process which informs safety management is Risk Assessment. Risk Assessments are a tool to ensure that adequate and appropriate precautions/control are in place to protect employees and others. Headteachers and Managers will ensure that risk assessments are undertaken, maintained and reviewed for all activities in conjunction with the employee undertaking the task.

All activities which present a significant risk to employees or others must be accompanied by a suitable and sufficient risk assessment.

Risk Assessment Process involves an estimation of the likelihood of injury or ill-health arising from accidental exposure to hazards.

**An accident is an unplanned event resulting from exposure to hazards.**

Process of risk assessment should involve 5 steps

1. Identify hazards and decide if they are significant (employees should be involved in the process)
2. State who may be harmed and how (e.g. employee, public, pupil etc.)
3. Look at existing precautions and control measures to decide whether they are adequate or whether further controls are needed. Ensuring High level Risks are eliminated where possible)
4. Record findings from risk assessments and inform all employees
5. Review and revise the risk assessment as necessary, especially where work practices or environments are changed

Managers must ensure that everything reasonably practicable is put into place to maintain a Safe Working Environment.

The JMAT Risk Register and RA Tool must be used to create all Risk Assessments with display of Risk Assessment made to high risk areas or public areas. Others can be displayed at the headteacher discretion.

Risk Assessments will be reviewed at least annually and by the JMAT H&S Champion.

## **Security**

The relevant headteacher is responsible for ensuring a risk assessment for site security is undertaken to identify and implement any control measures required. This should be done in conjunction with the JMAT premises lead.

## **Personal safety:**

JMAT believe that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. Staff will report any such incidents on the health and safety compliance system or RMy (if related to pupil). Working alone will be avoided wherever possible and where unavoidable will be risk assessed accordingly. Lone working will be avoided when conducting home visits.

## **Staff Health and Welfare**

### **Stress (see Appendix)**

Employers have a legal obligation to ensure the health, safety and welfare of its employees. As part of this, **an employer must conduct risk assessments for work-related stress and take actions to prevent staff from experiencing a stress-related illness because of their work.**

*Stress is defined as the 'adverse reaction people have to excessive pressures or other types of demand placed on them'. Most staff benefit from a certain amount of pressure in their work. It can keep them motivated and give a sense of ambition. However, when there is too much pressure placed on them, they can become overloaded. Stress can affect the health of staff, reduce their productivity and lead to performance issues. Stress is not an illness, but the psychological impact can lead to conditions such as anxiety and depression. Stress, anxiety and depression can also increase the risk of conditions like heart disease, back pain, gastrointestinal illnesses or skin conditions.*

What causes stress?

There can be a variety of causes of stress. For example, financial problems, difficulties in personal relationships or moving house can all cause stress. Work can also cause stress. The HSE (Health and Safety Executive) has identified the six primary causes of work-related stress to be:



- The **demands** of the job - staff can become overloaded if they cannot cope with the amount of work or type of work they are asked to do
- Amount of **control** over work - staff can feel disaffected and perform poorly if they have no say over how and when they do their work
- **Support** from managers and colleagues - levels of sickness absence often rise if staff feel they cannot talk to managers about issues troubling them
- **Relationships** at work - a failure to build relationships based on good behaviour and trust can lead to problems related to discipline, grievances and bullying
- How a **role** fits within the organisation - staff will feel anxious about their work and the organisation if they don't know what is expected of them and/or understand how their work fits into the objectives of the organisation
- **Change** and how it is managed - change needs to be managed effectively or it can lead to huge uncertainty and insecurity.

Headteachers and Managers will ensure that staff are monitored for signs of work related stress.

### ***Vehicles on Site***

Parents are requested not to bring their cars onto the school site. Car parking space is reserved for staff members. Parents collecting children who are injured or unwell should make arrangements with the individual academy if parking is required.

Wherever possible deliveries should be made once pupils are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### ***Violence to Staff***

Staff should always take steps to minimise the possibility of violence in the school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

However on rare occasions when a negative attitude towards school or staff is expressed, this can result in aggression, verbal and or physical abuse towards members of staff or the wider school community. JMAT require its members of staff to behave in accordance with the Code of Conduct and act professionally in all situations, attempt to defuse the situation where possible and or seek the involvement as appropriate of other colleagues.

All members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence. We expect parents and other visitors to behave in a reasonable way towards members of school staff. Within the **Appendix** we outline the steps that will be taken where behaviour is unacceptable. At all times the common purpose remains clear: to achieve zero tolerance of violence, threatening behaviour or abuse in schools, and to ensure all members of the school community, and all visitors to the school, can be confident that they are operating within a safe environment.

Types of behaviour that are considered unacceptable and will not be tolerated:

- Shouting at members of the school staff, either in person or over the telephone
- Physically intimidating a member of staff, e.g. standing very close to her/him
- The use of aggressive hand gestures
- Threatening behaviour
- Shaking or holding a fist or finger towards another person
- Swearing
- Pushing
- Hitting, e.g. slapping, punching and kicking
- Spitting
- Racist or sexist comments

- Breaching the school's security procedures
- Aggressive and threatening phone calls or emails.
- Aggressive or threatening behaviour towards staff or their families via social media.

*This is not an exhaustive list but seeks to provide illustrations of such behaviour.*

*Unacceptable behaviour if felt to be of a more serious nature and scale may result in the local authority and the police being informed of the incident.*

*Reporting of Violence to Staff will be made via the Accident and Incident Form issued direct to JMAT H&S Champion [JOliver@jmat.org.uk](mailto:JOliver@jmat.org.uk)*

### ***Working at Height***

JMAT recognises its responsibility under the Working at Height Regulations 2005. It is commonplace for maintenance to be conducted on site at height, either within setting or externally. Appropriate training and equipment will be provided to all personnel who, in order to carry out their duties will, from time to time, have to work at height. Those working at height must:

Plan and organise the work, using only tested and suitable equipment, be supervised to ensure ladders are footed and secure, conduct work in a manner that is safe, so far as is reasonably practicable to avoid fragile roof coverings where possible, know the emergency and first aid procedures in the event of an incident and only conduct work at height, within the plan if weather conditions are suitable.

### ***Monitoring, Evaluation and Policy review***

The policy will be promoted and implemented throughout the JMAT schools.

This policy will be assessed for its implementation and effectiveness **annually** by the **DSL** and the **Health and Safety Lead**

The scheduled review date for this policy is **September 2024**

## APPENDIX

Procedures must be developed and provided in written format to support the implementation of this Health and Safety policy in our JMAT academies.

Schools should hold written procedures for the following:

Lockdown Procedures

Lock Down Drill

Fire Escape Procedures

Fire Drill

First Aid RA and replenishing of equipment

NAMED FIRST AIDERS – Displayed

Induction

Evacuation Procedures

Home Visits

Training Matrix KEY

Mandatory	Optional/Advised
-----------	------------------

Health and Safety Training	Job Title							Delivered by	Refresher period
Course Title	Exec Headteacher/Headteacher/	Caretaker	School Business Administrator Manager/	Senco	Educational Visit Coordinator	Teacher	TA/Support		
Induction								Headteacher/SBM	Upon commencement
Fire Safety Briefing								Headteacher/SBM	Annual
Fire Warden Training								IHASCO	Annual
Practical Risk Assessment								Forge CPD/SOL	3 Yearly
Premises Management								Forge CPD/SOL	3 Yearly
Health and Safety Awareness								Forge CPD	Upon Commencement
Educational Visit Risk Assessment								Forge CPD	3 Yearly

Course Title	Exec Headteacher/Headteacher/	Caretaker	School Business Administrator Manager/	Senco	Educational Visit Coordinator	Teacher	TA/Support	Delivered by	Refresher period
Paediatric First Aid*								External Provider	3 Yearly
First Aid at Work*								External Provider	3 Yearly
First Aid (refresher) EMERGENCY								IHASCO	Annual
Accident Recording and investigation								Forge CPD	3 Yearly
RIDDOR								Forge CPD	3 Yearly
Asbestos Awareness								IHASCO	3 Yearly
COSHH								IHASCO	3 Yearly
Manual Handling								Forge CPD/SOL	3 Yearly
Working at Height								IHASCO	3 yearly
Ladder Safety								FORGE CPD	Annual
Violence to Staff								SOL	

\*Any staff member FTE on annual rolling programme.