



HEALTH, SAFETY AND WELLBEING POLICY

Approved Date: 26th September 2017 V3

1. INTRODUCTION

The Mill Academy (The Mill) is a Multi-Academy Trust (MAT) currently comprising of: The Henry box School, Queen Emma's Primary School and Finstock Primary School. The Mill is run by a board of directors. The Directors acknowledge and understand their responsibilities as a MAT and as laid down by the Department for Education (DfE). The Board recognises that they have a responsibility to take all reasonably practical steps to secure the Health, Safety and Wellbeing of staff, pupils/students and other site users of the MAT schools. The Board believes that measures for the prevention of accidents, injury or loss is essential to the efficient operation of the MAT and is part of the good education of its pupils/students.

The purpose of this policy is to establish, maintain and further develop a safe environment across The Mill Academy, ensuring all levels of Risk Management are considered

2. DEFINITIONS

The Mill Academy (The Mill)

Multi Academy Trust (MAT)

Health and Safety Executive (HSE)

Qualifications and Curriculum Authority (QCA)

Control of Substances Hazardous to Health (COSHH)

3. PRINCIPLES, AIMS AND OBJECTIVES

The principle aim is to create and maintain a safe culture which applies to all users of all schools in The Mill Academy: students, school staff, parents, contractors and community users (outside lettings).

This includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in particular situations
- Awareness and control
- Cultivation of good habits
- To take all reasonable precautions to protect people by reducing risks both on and off site
- To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and/or emergency occurring on or off any of the MAT's sites

4. POLICY

The Board of Directors of The Mill Academy will meet its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and other Health, Safety and Wellbeing legislation and good practice, so far as is reasonably practicable, by:

- Establishing and maintaining a safe and healthy culture throughout its schools;
- Establishing and maintaining safe working procedures and practices for staff pupil/students contractors and visitors across its schools;

- Provide information, instruction and advice to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to provide support to access appropriate health and safety training, whether on-line or face-to-face direct delivery;
- To provide advice on and ensure schools keep in place effective procedures for use in case of fire and for evacuation of the school premises in case of an emergency;
- To provide advice on and ensure schools maintain the procedures to be followed in case of an accident including implementing preventative actions;
- Ensuring that effective consultation takes place with all employees on Health, Safety and Wellbeing matters;
- To provide advice on and ensure schools maintain adequate welfare facilities for staff, students and visitors to the schools;
- Formally monitoring, reviewing and revising this policy and related duties and responsibilities annually or as is appropriate due to any changes which may take place.

5. PROCEDURE

N/A

6. ROLES AND RESPONSIBILITIES

The Mill Academy Trust has overall legal responsibility for Health, Safety and Wellbeing. Through delegated authority the following will assist the Directors in meeting their obligations.

6.1 The Local Governing Bodies through their Delegated Authority

- To provide a safe and healthy working and learning environment for staff, pupil/students and other site users;
- To monitor the allocation of funds to ensure that their schools meet all its legislative requirements for health and safety purposes;
- To prioritise Health, Safety and Wellbeing matters;
- Evaluation of risk with the selection of the most appropriate means of risk control;
- To have Health, Safety and Wellbeing as a standing item on the agenda of local governing body meetings;
- Periodically assessing the effectiveness of the school's Health, Safety and Wellbeing policies;
- The provision of trained and motivated staff so that normal school activities are undertaken in a safe manner;
- The provision of training for employees as defined by statute;
- The creation of a positive health and safety culture across their schools;
- To ensure the wellbeing of all Headteachers in their schools;
- To carry out regular inspections as outlined in the Governance Handbook;
- To co-operate with the Board of Directors, as the employer, on matters of Health, Safety and Wellbeing, to monitor health safety and wellbeing in school, including documentation and site inspections as per governors' monitoring schedule;

6.2 Academy Headteachers, responsibilities include:

(Overall responsibility cannot be delegated but day-to-day duties can be delegated to a range of staff within their school)

- To take responsibility for ensuring Health, Safety and Wellbeing at their School;
- Promote and ensure the Health, Safety and Wellbeing of pupils/students, staff & visitors at all times;

- Manage fire safety provision, including the scheduling of fire drills and the testing of equipment and call points ensuring all actions are recorded;
- Make arrangements for the effective response to emergency call out and to provide emergency access to the school site;
- To ensure the appropriate procedures are in place to secure the site during school hours and outside of school hours;
- To ensure the maintenance of the highest standards of cleanliness, hygiene and presentation throughout the school premises, ensuring sufficient trained cleaning staff are in place which are either employed by the school or through a contractor;
- To allocate resources to meet Health, Safety and Wellbeing priorities;
- To liaise with their Governors, staff, pupils/students and parents over Health, Safety and Wellbeing issues;
- Manage all routine maintenance, repair schedules and specialist repairs;
- To ensure inspections (audits) are carried out regularly and where appropriate in consultation with Trade Union Representatives when available;
- To oversee the completion of the arrangements and risk assessments for all on/off site activities;
- To ensure that Health, Safety and Wellbeing, including training needs, is included in the school's performance management/appraisal scheme;
- To formulate and implement a policy for the management of incidents;
- To ensure appropriate Health, Safety and Wellbeing training courses are attended;
- To take action when staff working hours affect work/life balance;
- Manage the maintenance and upkeep of specialist curriculum equipment using manufacturers guidelines;
- To ensure that QCA/HSE Health, Safety and Wellbeing curriculum requirements are being delivered in lessons;
- Undertake risk assessments of risks to the school including but not limited to grounds, premises and contents;
- To ensure Health, Safety and Wellbeing risk assessment guidance and documentation is followed and carried out across the curriculum of their school as appropriate and for off-site activities (in Secondary School especially in Art, Design and Technology, ICT, Science, PE, Drama);
- To ensure departmental co-ordinators' risk assessments reviewed annually or as appropriate if there are changes to process /procedure;
- To ensure off-site visits are approved and staffed with ratios to ensure safe implementation.

6.3 The Mill Director of Finance and Academy Services (responsibilities include):

(Overall responsibility cannot be delegated but day-to-day duties can be delegated other staff within their line management)

- Provide, or arrange and put into place appropriate strategic advisors (who will also act as Competent person) on Health, Safety and Wellbeing to support and advise the Board of Directors, Local Governing Bodies, Headteachers and Academy staff in carrying out their duties and responsibilities in accordance with this Policy and relevant Health and Safety legislation;
- To carry out monitoring to ensure compliance with Health, Safety and Wellbeing responsibilities and report risks, issues, non-compliance and successes to the Board of Directors;
- Reporting to Directors on Health, Safety and Wellbeing inspections and responding to findings on behalf of the Board;

- To lead on the review of the Academy Health, Safety and Wellbeing Policy, and other appropriate policies;
- To develop and play a key role in the Academy's Critical Incident and Emergency Procedures;

6.4 The Mill Strategic Facilities Manager (responsibilities include):

- To arrange contracts for maintenance and testing of plant and equipment including fire equipment, water testing as laid down in approved practice and procedure document;
- To play a key role in the Academy's Critical Incident and Emergency Team;
- To support Local Governing Bodies and Headteachers in arranging regular inspections to identify any risks, and addressing risks with measures to minimise or eliminate risk
- To support Local Governing Bodies and Headteachers with compliance with legislation, precaution and prevention measures, evacuation and in connection with fire safety

6.5 All Mill Staff

- To co-operate with and follow all Health, Safety and Wellbeing requirements;
- To report all Health and Safety defects in accordance with their school's reporting procedures;
- To complete and action Risk Assessments for all potentially hazardous on/off site activities for which they are responsible;
- To use, but not misuse, items provided for your Health, Safety and Wellbeing;
- To behave in a way that does not put themselves or others at health and safety risk;
- To inform their Health and Safety appointed person of any 'near misses';
- To be familiar with the emergency action plans for fire, first aid, security and off site issues;
- To raise Health, Safety, Wellbeing and environmental issues with pupils/students.

6.6 The Mill Visitors and Contractors

- To sign in on arrival and out on departure at the reception
- To read and familiarise themselves with the Health and Safety advice on arrival at the School;
- To wear a visitor badge or approved contractor badge whilst on site at all times;
- To follow evacuation procedures in the event of an emergency;
- To behave in a way that does not put themselves or others at a Health and Safety risk.

6.7 Community Users of all Academy Schools' Sites

- To enter into a contract for hire of rooms via an application form;
- To have signed the Safeguarding / Child Protection Declaration and put into place the required checks and policies with regard to safeguarding of young individuals in their care whilst utilising Mill Academy premises;
- All community users receive the visitors safety and security information sheet to read and familiarise themselves with ahead of the agreed hire dates.

6.8 All Pupils/Students

- To behave in a way that does not put themselves or others at Health and Safety risk;
- To observe standard of dress consistent with good health, safety and hygiene practices;
- To follow all safety rules including the instructions of staff;
- To use, but not misuse, items provide for Health, Safety and Wellbeing.

7. GENERAL ARRANGEMENTS

Risk Assessments: The underlying process, which informs this policy, is Risk Assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded and signed by each employee affected (or line managed by) and the Headteacher:

- **Accident/Incident Reporting:** Every injury across the MAT must be reported via the Academy Schools' procedures. They must be investigated and preventative action taken where appropriate.
- **Asbestos:** The Mill and its staff will take all necessary steps to avoid the possibility of uncontrolled release of asbestos and exposure by carefully controlling the Mill buildings and associated projects across the Mill. Such arrangements will be in accordance with statutory guidance and advice.
- **Buildings/Premises:** The Mill and its staff will ensure that the estate is kept in a condition which is safe for staff, pupils/students and others, in accordance with statutory requirements, including statutory guidance and advice.
- **Competent Person:** The Mill has appointed SMS Business Systems Ltd as their competent adviser for Health, Safety and Wellbeing matters, for the academic year 2017/18.
- **Contractors:** Contractors carrying out work for the Mill will be vetted for their health and safety performance via the procedure set out for Selection and Monitoring of Contractors.
- **Control of Substances Hazardous to Health (COSHH):** The Mill and its staff recognise their fundamental duty to provide safe systems of work and a safe and healthy environment. This is particularly important when employees are using substances and chemicals some of which may be hazardous. We aim as The Mill to reduce the risk from hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures. The Mill has membership to the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) which will work in conjunction with any Risk Assessments which are put into place.
- **Curriculum Safety:** The Mill and its staff will ensure Health, Safety and Wellbeing Risk Assessment guidance and documentation is followed and carried out across the curriculum of their school as appropriate (in secondary schools especially in Art, Design and Technology, ICT, Science, PE, Drama) and off-site activities. Staff will ensure that pupils/students are familiar with the risks that may arise from the tools, equipment, materials and processes they plan pupils/students to use. Appropriate staff are responsible for ensuring Risk Assessments are in place, documented and reviewed.
- **Display Screen Equipment:** Display Screen Equipment (DSE) assessments are to be offered to all staff annually. This refers to the whole workstation, job process and work environment as well as to the display screen, keyboard and other accessories.
- **Driving at Work:** The Mill will monitor driving licences for all drivers of minibus and private cars when they are used in conjunction with driving pupils/students or staff. All staff across all schools are made aware of the need to have Occasional Business Use Insurance for their private vehicles. All staff can be asked to show on demand their driving license and MOT to their school's appointed Health and Safety lead.
- **Educational Visits:** Suitable and sufficient arrangements are to be in place in respect of all Educational Visits across all Mill schools. All planning for an external trip must be done in conjunction with the Educational Visits Planning Checklist ensuring staff ratios to pupils are met.
- **Electrical safety:** The Mill schools will comply with the requirements of the Electricity at Work Regulations 1989. Portable Appliance Testing (PAT Testing) will be carried out annually by a competent contractor across the Mill.
- **Emergency Evacuation:** Evacuation procedures are to be documented for all schools within the Mill and reviewed on a periodic basis.

- **Fire Safety:** The arrangements for fire prevention and dealing with emergencies are contained in each school's specific School Day Fire Drill plan. These plans will indicate the actions to be taken in the event of a major accident or incident so that everything possible is done to save life, prevent injury and minimise loss across the Mill. In addition, fire safety testing of alarm systems will be undertaken on at least a termly basis whether in house and/or through external approved contractors and will be documented. Fire Risk Assessments will also be in place.
- **First Aid:** The Mill is committed to providing the appropriate number of first-aid personnel to deal with accidents and injuries. It will provide advice and support on procedures and training on first aid to Mill Schools to ensure that statutory requirements and school needs are met.
- **Health and Safety concerns:** Members of staff with Health, Safety and/or Wellbeing concerns should raise them with their school nominated Health and Safety lead or in secondary schools to their department head. Staff should feel free to contact the appropriate trade union appointed safety representative if necessary.
- **Inspection and Monitoring:** The Academy's Health, Safety and Wellbeing appointed advisors will undertake a Health and Safety audit of the schools with the MAT on an annual basis and will provide Health, Safety and Wellbeing advice and guidance as required.
- **Legionella:** The Mill schools will take all necessary steps to avoid the possibility of infection by carefully controlling, monitoring and testing water supplies with the associated infrastructure of all Mill buildings. Such arrangements will be in accordance with statutory guidance and advice.
- **Lettings/shared use of Premises:** The Mill will ensure that booking forms, insurance, risk assessments and Safeguarding declarations are obtained from all external lettings outside main school hours. Health and Safety information will be distributed accordingly.
- **Medication Arrangements:** There is no legal duty requiring that schools in The Mill administer medicines. However, The Mill recognises that pupils/students with medical needs have the same rights of admission to The Mill schools and therefore the individual schools have detailed arrangements for managing this. There must be relevant procedures in place across The Mill schools to ensure safe arrangements for students to be able to administer to themselves any prescribed medication.
- **Manual Handling:** All staff across The Mill are required to complete an appropriate awareness training course for Manual Handling. Those for whom this is part of their job description will be given more in depth training. Any tasks requiring manual handling are risk assessed.
- **Permits to Work:** Permits to work such as Hot Work Permits and Working at Height will be used where projects or contractors require and will be overseen by the Strategic Facilities Manager and delegated and/or authorised person(s) across The Mill.
- **Personal and Protective Equipment (PPE):** Personal protective equipment is to be provided free of charge to staff where required; training provided in its correct use; and the PPE is to be maintained, cleaned and stored correctly. PPE must be worn by employees as instructed by Manufacturers guidelines.
- **Personal Safety:** Personal safety issues may arise, such as Lone Working, Work Affecting New and Expectant Mothers, Young People and Volunteers. In some cases a Personal Emergency Evacuation Plans (PEEPS) will be put in place.
- **Slips, Trips and Falls:** All staff across the Mill are required to complete an appropriate awareness training course on Slip, Trips and Falls. The sites will be risk assessed to determine areas that need attention.
- **Training and Information:** Health and Safety training needs are risk assessed and identification of all staff requiring specific training will be determined. All staff must undergo Health and Safety Induction Training. Records to be kept and maintained in each of The Mill schools.

- **Work Experience:** Staff responsible for organising suitable and safe work experience for pupils/students must ensure DfE guidelines are strictly followed, relevant insurances in place, before placements are allowed to go ahead.
- **Working at Height:** Mill schools are aware of guidelines as regards to the use of ladders, step stools and tower scaffolding. Pupils/students are not permitted to use ladders on any Mill premises and contractors should carry out their own risk assessments and adhere to safe practice when working at height. All relevant staff across the Mill are instructed to complete the raising awareness training course for working at height.
- **Working Time Directive (WTD):** Academy School staff must not exceed an average of 48 hours worked per week over a 17 week period, although members of Strategic Leadership Teams are exempted from these requirements.

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Next Review: September 2018

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