



Drapers' Multi-Academy
Trust

Health & Safety Policy

Version 3

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The Drapers' Multi Academy Trust Policy Statement

1. It is the policy of Drapers' Multi Academy Trust [the MAT] to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside the school on associated activities.

1. 1 The MAT will ensure, so far as is reasonably practicable, that

- a. Its premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- b. There are safe systems of work for all employees and students
- c. Suitable and sufficient work equipment is provided
- d. There are adequate welfare arrangements
- e. Information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

1.2 The MAT recognises its responsibility to provide adequate control of the health and safety risks arising from school and client's activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

1. 3 Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the MAT Board of Trustees. Specific aspects of health and safety procedure at each MAT school must integrate into this Health and Safety Policy.

1.4 Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate.

1.5 The MAT commits to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. The Drapers' MAT competent health and safety Consultant and representative will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

1.6 The MAT supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

1.7 Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the MAT's strategy, UK or EU law and any changes will be brought to the attention of all staff.

Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



Table 1.

Organisation and Responsibilities

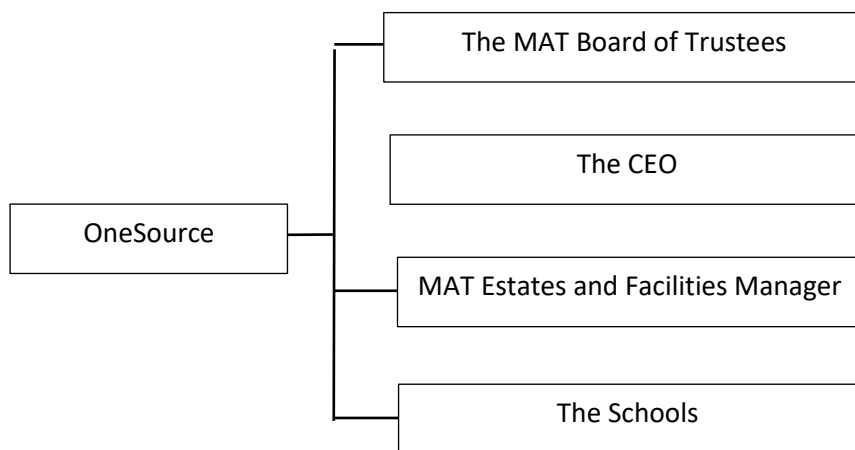


Table 2.

Introduction

2. The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the MAT Board of Trustees. However, each school, supported by the MAT central team and OneSource consultancy, will manage its own Health and Safety procedures which fully integrate with this Policy. Principals are responsible and accountable for the implementation and compliance of this policy within their school although health and safety roles and responsibilities can be delegated to other school staff as reflected in their policy. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

Competencies

3. The MAT requires its staff to be competent to undertake their roles in a safe and healthy manner. To this end it has set minimum standards of training which the MAT's management must hold within the defined time period of commencing their employment/role. The standards for individual employee roles will be decided by local line managers and be recorded in competency matrices. The matrices will be subject to review by the CEO to ensure consistency across the MAT.

Role	Courses	Timeframe
Chief Executive	IOSH Managing Safely (4 day course)	12 months
	IOSH Refresher training (every 3 years)	6 months
Trustees	Health & Safety Awareness of Governors	12 months
Health & Safety Trustee	Health & Safety Awareness of Governors	12 months
Governors	Health & Safety Awareness of Governors	12 months
Health & safety Governor	Health & Safety Awareness of Managers and/or Governors	12 months
Head teachers	IOSH Managing Safely (4 day course)	12 months
	IOSH Refresher training (every 3 years)	6 months
Heads of Department	Health & Safety Awareness of Managers	6 months
	Risk Assessment	6 months
Managers/supervisors	Health & Safety Awareness of Managers	6 months
	Risk Assessment	6 months

Role	Courses	Timeframe
Trust Health & Safety Co-ordinator	IOSH Managing Safely (4 day course)	6 months
	IOSH Refresher training (every 3 years)	
Health & Safety Contacts	Risk Assessment	6 months
	Health & Safety Awareness of Managers	6 months
	Risk Assessment	6 months

3.1. As this is a minimum training requirement, anything additional would be beneficial and all training should be renewed on a regular basis, of no more than 5 years.

3.2. It would be expected that a minimum of 1 members of staff are trained to IOSH Managing Safely (4 day course) standard within the MAT, allowing for any staffing changes.

Board of Trustees

4. The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the MAT.

4.1. The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring MAT safety management systems and managing the MAT risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the MAT.

4.2. The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.

4.3. The MAT Board of Trustees' responsibilities are to:

- a. Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the MAT.
- b. Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the MAT.
- c. Ensure that its decisions reflect its health and safety intentions, as articulated in the MAT Health and Safety Policy statement.
- d. Provide strategic direction in health and safety matters.
- e. Ensure that MAT suppliers and contractors have been appropriately vetted for health and safety standards
- f. Ensure that the MAT Audit and Risk Committee is effectively discharging its delegated responsibilities in terms of health and safety.

- g. Ensure that a proportionate and prioritised risk management system for the MAT is implemented and monitored.
- h. Ensure systems and processes are in place to ensure the MAT is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- i. Ensure there is an effective business continuity and emergency plan in place.
- j. Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- k. Ensure effective safeguarding of children is in place across the MAT.
- l. Ensure that adequate resources are committed to the management of health and safety.

MAT Estates and Facilities Manager

5. The MAT Head of Estates is the conduit between the OneSource consultancy and the senior MAT Members of Staff with responsibility for health and safety within schools across the MAT and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

5.1. In addition he is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.

5.2. Inform and advise the Board of Trustees on: -

- a. Incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- b. Review of the health and safety policy.
- c. Risk mitigation.
- d. Recommendations from health and safety audits and compliance audits.

5.3. The Head of Estates and Facilities must:

- e. Monitor and report to the Board of Trustees on the effectiveness of the MAT's health and safety systems.
- f. Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- g. Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school.
- h. Consider the impact of health and safety in all strategic and operational decision making.
- i. Implement ways in reducing the likelihood of people being harmed by MAT activities.
- j. Implement and monitor an informed, proportionate and prioritised risk management system for the MAT.

- k. Ensure there is an effective accident reporting and investigation procedure across the MAT.
- l. Ensure that the MAT and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- m. Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the CEO and Principals.
- n. When awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the MAT Health & Safety Policy.
- o. Central MAT contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition.
- p. The correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- q. School asbestos registers and asbestos management plans are maintained and readily available.
- r. Systems are established to ensure that all contractors engaged by the MAT meet the health and safety requirements, including, relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding checks.
- s. Be the point of contact with the MAT's appointed Health & Safety consultant, OneSource.
- t. Agree with OneSource a programme of health and safety inspections.
- u. Ensure all staff receive adequate health & safety training.

Principals

6. Each Principal is responsible and accountable for the implementation and compliance of this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to the MAT Health and Safety Policy as well as their own.

6.1. The Principal is responsible for:

- a. Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional contractors not appointed by the MAT Estates and Facilities Manager.
- b. Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.
- c. Ensuring that a school Health and Safety Committee is established and that the committee meets a minimum of once per year.
- d. Reporting to the MAT Head of Estates and facilities any hazards which cannot be rectified within the establishment's budget.

- e. Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
- f. Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school).
- g. Ensuring that there are effective health and safety management arrangements for educational visits.
- h. Appointing a named responsible person./Health and safety coordinator.
- i. Appointing a named first aid co-ordinator for the school.
- j. Ensuring that there is an adequate number of appropriately trained first aiders in the school.
- k. Ensuring that Health and Safety arrangements within the school are aligned to the MAT Health and Safety Policy using the OneSource model policy as a framework.
- l. Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- m. Informing the MAT Estates and Facilities Manager of all RIDDOR reportable incidents within 24 hours of the incident occurring.

School Health & Safety Coordinator

- 7. The School Health & Safety Coordinator is responsible for:
 - a. Developing / maintaining and implementing the School Health & Safety Action Plan.
 - b. Monitoring progress with implementing individual School health and safety action plans.
 - c. Ensuring the schools accident/incident records are maintained and producing summary reports via the Risk & Audit Committee which highlight any significant incidents & trends.
 - d. Undertaking spot checks to monitor compliance with the MAT's policies and systems.
 - e. Ensuring that the Health & Safety Trustee & Principal are aware of any significant issues within the schools management of health and safety which they have been unable to resolve.

Line Managers

- 8. Although the Principal is responsible overall for health and safety in the school, line managers have some specific responsibilities:
 - a. Applying the MAT and School Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk activities within their department, such as Science, Design and Technology, PE and Art.

- b. Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of and make use of such guidance.
- c. Ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff.
- d. Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented.
- e. Resolving any health and safety or welfare problems members of staff refer to them, informing the Principal of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- f. Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required.
- g. Checking the adequacy of fire precautions and procedures in liaison with the Principal. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- h. Ensuring, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- i. Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- j. Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available.
- k. Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

Other Employee Duties

9. Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

9.1 All employees have a responsibility to:

- a. Comply with the MAT and School Health and Safety Policy.
- b. Report all accidents and incidents.
- c. Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- d. Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- e. Co-operate with the schools' leadership and management on all matters relating to health and safety.

- f. Inform the schools management if something happens that might affect their ability to work safely, eg suffering an injury, taking prescribed medication, or becoming pregnant.
- g. Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- h. Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

First Aid Co-ordinators

- 10. The First Aid Coordinator will be responsible for:
 - a. Maintaining school and student records of first aid support given to staff and students.
 - b. Maintaining first aid stocks and records in conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
 - c. Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.

Administration of Medication

- 11. The School Administrators / Office Manager will be responsible for:
 - a. Administering prescription medicines when parental consent has been obtained to do so.
 - b. In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
 - c. Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
 - d. Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
 - e. Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely.

Appointed Educational visits Co-ordinator (EVC)

- 12. The Appointed educational visits co-ordinator is responsible for:
 - a. Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
 - b. Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
 - c. Ensure that advice from the inclusion lead is sought if applicable for individual students.

- d. Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.

Competent Health and safety advisor

13. The MAT will seek competent Health and Safety advice to assist in discharging its health and safety responsibilities. Currently the service is provided by OneSource.

13.1. A summary of the Service Level Agreement is as follows:

- a. Provide timely health and safety advice, support and training to the Trust, Schools and their staff.
- b. Support the MAT in ensuring that all Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect.
- c. Undertake pro-active monitoring such as workplace inspections / audits and health checks.
- d. Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the MAT.

MAT Occupational Health Screening

14. The MAT does not enforce Hepatitis B immunisation for any staff and all screening is paper based for immunisations. Where perspective staff may have been in high risk countries within three months of application then further screening will be required to ensure they are free from tuberculosis.

Arrangements

15. This Section details the arrangements that the MAT has in place for managing health & safety. In most cases it will signpost to other documents/procedures and software.

OneSource

15.1 The MAT utilises the OneSource Health and Safety Team's "Health and Safety Manual". This is an on-line resource, which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety.

Smartlog

15.2. The MAT utilises the SMARTLOG V5 which is Safesmart's unique online fire & health and safety software. This software allows the MAT to manage and regulate

all their fire safety and health and safety requirements across the Schools quickly and easily.

InVentry

15.3. Designed with and for education, InVentry fully-equipped MIS integrated solution allows the MAT to accurately monitor who is in any of the Drapers' MAT schools at any one time. InVentry speeds up the sign in process, keeps identity information secure, and leave schools feeling confident that their students are safe. InVentry also allows for a fully linked Fire evacuation nominal roll system.

EVOLVE

15.4. The MAT utilises EVOLVE including accidentbook and visits, an online management tool for nurseries, schools, colleges and universities to manage staff, student and visitor injuries, illnesses and accidents and for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

Risk Assessments

16. All departments/subject leads hold copies of appropriate risk assessments. For some risks the MAT has adopted the control measures outlined in the OneSource's Health and Safety Manual.

16.2. Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work. Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced.

16.3. Guidance on completing risk assessments is contained in the Management Systems section of the Health & Safety Manual and risk assessment form templates are available in the Supporting Documents Section of the OneSource resource page [here](#).

16.4. Risk assessments will be reviewed at least annually.

Minibus Fleet

17. The MAT utilises a fleet of minibuses predominantly of the B-Lite configuration. The addition of disabled access equipment allow drivers with a CAT B licence to operate them providing training has been carried out and recorded in accordance with the OneSource minibus driver training risk assessment.

17.1. The MAT policy reinforces this requirement as a MUST. All minibuses must be thoroughly checked for road worthiness both before and after any journey by the driver and any faults reported to the site staff immediately.

Fire

18. The Schools within the MAT have undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Notices containing the actions required in the event of a fire must be sited around the School.

18.1. The Fire Register which contains the assessment and details on the management of the various control measures should be located in the School main Office and an electronic copy uploaded to both the Safesmart and inVentry system.

Hazard and Unsafe Acts & Omissions Reporting

19. Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour.

19.1. All hazards and unsafe acts and omissions must be reported. The hazard reporting book/ form is located in the School main office and any entries must be communicated with the MAT head of estates and facilities to monitor corrective action.

Accident & Near Miss Reporting

20. A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage).

20.1. All accidents and near misses across the MAT must be reported. Minor injuries to pupils are recorded in bump books.

20.2. All other accidents are to be reported to the individual schools Office Manager who will record the incident using the OneSource on-line accident reporting system.

Communication

21. The MAT communicates information on health & safety to its employees using the following methods:

- a. As part of the induction process.
- b. Team meetings/Departmental/Staff meetings.
- c. Staff circulars/newsletter.
- d. Staff notice boards.
- e. 1:1s.

Consultation on health & safety matters

22. The London Borough of Havering operates the Schools' Health and Safety Performance Group. This Group, which includes representatives from the school management teams and appropriate trade unions, discusses policy and other issues at a corporate level.

22.1. The MAT Schools consult its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings/ School Safety Committee. Staff can also raise concerns via the Health & Safety Co-ordinator.

First aid

23. The Schools within the MAT must assess its needs in relation to first aid to ensure there is adequate provision at all times the School is occupied. Anyone requiring first aid should report to the school main office.

23.1. Staff information and awareness training is available via the SAFESMART system.

Contractor management

24. The Schools within the MAT will not use contractors unless they have been properly vetted (including health & safety).

24.1. Contractors are required to sign in at the Reception in the schools main office using the InVentry system.

24.2. The caretaker/site staff are responsible for monitoring contractors on the School site.

Employee Competence

25. The Schools will ensure that employees are competent to perform their duties from a health & safety perspective.

25.1. The Schools must utilise competency matrices that list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

25.2. Staff training can be delivered, monitored and recorded using the SAFESMART system inclusive of first aiders and fire wardens.

25.3. Key roles in the MAT have to attend health & safety management training organised by either the Borough or via the MAT Estates and facilities manager.

Stress

26. The MAT recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable.

26.1. Any employee who believes that they are suffering from stress should either speak to their line manager or Principal within the Schools or Trust.

Monitoring of health & safety performance

27. A termly report is provided to the Local Governing Body which includes the following monitoring data:

- a. Number of accidents;
- b. Number of near-miss reports;
- c. Number of incidences of work-related ill health;
- d. Number of hazards reported/rectified; and
- e. Outcomes from fire drills.
- f. SMARTLOG statistics

27.1. Each year the following are also reported:

- a. Number of risk assessments identified as being required;
- b. Number of risk assessments completed;
- c. Number of risk assessments reviewed;
- d. Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- e. Percentage of required maintenance activities and inspections completed; and
- f. Training against needs analysis.