

## Health and Safety Policy

### **Introduction**

As the employer of staff, the Warriner Multi Academy Trust has overall responsibility for the health safety and welfare of staff and students in all its schools.

This policy takes into account the Department for Education's February 2014 guidance; "Advice on legal duties and powers for local authorities, school leaders, school staff and Governing bodies".

This is the Trust's over-arching Health and Safety Policy and must be implemented and adhered to in each school within the Warriner Multi Academy Trust.

Although overall accountability for Health and Safety lies with the Directors of the Warriner Multi Academy Trust, day to day responsibility for the Health and Safety of staff and students in individual schools is delegated to the head teacher of that school. The Local Governing Bodies will play a key role in monitoring and supporting the head teacher in the implementation of the Health and Safety responsibilities.

### **The WMAT Health and Safety Objectives – Statement of intent**

The Directors of the Warriner Multi Academy Trust;

- Accept that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Will take sensible and proportionate steps to provide safe and healthy conditions for students employees and others who may be effected by its activities.
- Expects all employees and students to comply with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Are committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable,
- Will provide adequate resources to implement this policy, including access to support from Health and Safety competent persons. Where necessary, external specialist advice will be obtained.
- Will ensure each school is aware of this policy outlining responsibilities for the management of Health and Safety and that this is communicated to all employees.
- Will ensure that control measures have been implemented in all schools and remain appropriate and effective.
- Will review the Trust's Health and Safety policy a minimum of every 2 years or sooner in light of new legislation or guidance. This will be undertaken by the Warriner Multi Academy Trust's Central Services Committee.

***The Warriner Multi Academy Trust Central Services Committee has approved this Health and Safety Policy for implementation in all of the Trust's schools in its meeting on the 16<sup>th</sup> May 2019***

***Review Due April 2021***

Appendix 1- Health and Safety Policy for WMAT schools

Appendix 2 – Responsibility grid – school specific

Appendix 3 – Accident reporting protocol

Appendix 4 – Risk assessment form

Appendix 5 – Accident procedure

## Appendix 1

### Health and Safety Policy for Warriner Multi Academy Trust Schools

*The individual responsible can be changed according to the structure of the school but HTs must ensure that all responsibilities are attributed to an individual and recorded in appendix 2. WMAT Central Services Team responsibilities cannot be changed. Any potential Health and Safety issues specific to your school should be addressed in a Risk Assessment not in this policy.*

#### **AIM**

- To establish and maintain a safe and healthy working environment.

#### **OBJECTIVES**

- To raise awareness amongst employees, pupils and other site users of health and safety issues and to encourage good practice.
- 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 a hazardous situation developing, and of an accident and / or emergency occurring on or off site.

#### **RESPONSIBILITIES**

#### **WMAT CENTRAL SERVICES TEAM**

##### **1. WMAT OPERATIONAL FACILITIES MANAGER**

- Regularly checking HSE website. Changes and updates to be reported via email to Head Teachers and H&S lead Governors and Strategic Business Director.
- Organise and implement yearly Health and Safety audit in all WMAT schools. Report outcomes of these audits to Head Teachers and the WMAT Central Services Committee.
- Collate accident reporting from all WMAT schools and send report termly to Clerk to the Directors for distribution to the Central Services Committee.
- Organise the planned programmed maintenance of buildings.
- Arrange for the annual compliance testing programme.
- Produce generic health and safety risk assessment to be tailored for individual WMAT schools as appropriate.
- Advising colleagues on the completion of risk assessments.
- Annually undertake H&S training needs analysis for the WMAT schools.
- Ensure that the schools follow the Warriner Multi Academy Trust procedures:
  - when selecting a contractor for work on site
  - when completing a Self-Financed Improvement Project (SFN Form) (Found in Children Young People & Families – Strategy & Performance Service – Planning & Development)
  - when liaising with contractors over health and safety matters;
  - when monitoring health and safety issues on-site regarding contractors.
- Prioritise and process the maintenance request forms.
- Ensure all maintenance employees are trained and competent to undertake their tasks safely

## **2. WMAT H&S CARETAKER TEAM**

- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Complete agreed daily/weekly/termly checks of sites and take appropriate remedial action.
- Carry out weekly fire tests, check fire extinguishers and maintain the fire safety folder.
- Carry out monthly water temperatures tests and maintain the Water Hygiene Folder;

## **3. WMAT STRATEGIC BUSINESS DIRECTOR**

- Formulate and direct HTs to implement the WMAT policy for the management of critical incidents.
- Procure contracts with outside agencies on behalf of all schools.

## **4. WMAT DIRECTORS CENTRAL SERVICES COMMITTEE (establish)**

- Establish and review WMAT Health and Safety policy at least every 2 years or when regulations change.
- Review accident reporting data 6 times a year.
- Review yearly H&S audits and provide direction to school to implement findings.

## **INDIVIDUAL SCHOOL**

### **1. GOVERNORS (monitor)**

- Prioritise health and safety matters within the maintenance plan.
- Have health and safety as a standing item on the agenda of all meetings.
- Cooperate with the employer The Warriner Multi Academy Trust on matters of health and safety.
- Nominate a Lead Governor with responsibility for health and safety.
- Lead H&S Governor to follow the WMAT H&S lead Governor Job Description including visits into school to monitor the;
  - implementation of the Health and Safety Policy by the Head Teacher
  - allocation of funds based on suitable and sufficient risk assessments
  - completion of risk assessments to ensure they are being carried out in accordance with the H&S policy

### **2. HEADTEACHER (implement)**

- To take overall responsibility for the implementation of the health and safety policy by;
  - Line managing the Leadership Team;
  - Allocating sufficient resources to meet health and safety priorities;
  - Ensuring attendance on appropriate health and training safety courses;
  - Ensuring good communications by including health and safety issues in Staff briefings, bulletins and meetings;
  - Ensure recommendations from H&S audit are implemented;
  - Overseeing the completion of the arrangements and risk assessments for all on/off site activities;
  - Review annually all ongoing risk assessments to ensure no factors have changed and sign off.
  - Ensure that health & safety is a criteria for performance management / appraisal scheme
  - Ensure H&S reporting to the WMAT is completed as per the Accident Reporting Protocol in appendix 3.
  - Ensure the WMAT policy for the management of critical incidents is implemented.
  - Ensure that any responsibilities delegated in this policy to a leadership post or office manager are carried out in accordance with this policy or completed themselves.

### **3. DEPUTY HEAD / LEADERSHIP POST**

- Include health and safety in all new employees' induction.
- Monitor school/departmental documentation, risk assessments, practices and procedures.
- Encourage and support employees in completing risk assessments for pupils giving cause for concern
- Support employees with personal safety issues including stress
- Ensure off site visits are approved and appropriately staffed
- Carry out termly fire drills.

#### **4. OFFICE MANAGER**

- Is required to ensure that:
  - All office risk assessments are completed and reviewed
  - Visitors are registered wear a badge and are briefed on the emergency procedures;
  - Hazard reporting and maintenance documentation is actioned
  - Accident and Physical and Verbal Abuse report is completed.
  - All appropriate risk assessments guidance and hiring documentation is completed for community use of the site.
  - All community users are registered and made aware of emergency procedures
  - Adequate trained first aid cover is available for on /off site activities and
  - Periodic checks are made of the first aid arrangements and first aid kits.
  - An appointed person for first aid is documented.
  - **Report notifiable diseases as per appendix 3.**
- Organise the planned programmed maintenance of equipment.
- Maintaining accurate records of all equipment and resources (asset register) and send copy to WMAT Strategic Business Director by end of June annually.
- Purchase and maintain all equipment and resources to DfE prescribed standards .
- Ensure all employees and contractors are fully briefed on health and safety site issues.

#### **5. ALL EMPLOYEES**

- Comply with health and safety requirements.
- Report all defects on the maintenance request email to the WMAT operational facilities manager.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for your health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Head of Establishment/ WMAT operational facilities manager of any "Near-Misses" on the electronic reporting form.
- Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.
- Alert the Head of Establishment to issues of security and lone working

#### **6. VISITORS and CONTRACTORS**

- Sign in at the School Office on arrival.
- Read the resume of the health and safety procedures on arrival at the School.
- Contractors will be informed of hazards peculiar to this site, e.g. asbestos.

- Wear a visitor badge whilst on site at all times.
- Follow evacuation procedures in the event of an emergency.

**Other relevant policies;**

- *WMAT Critical Incident Plan*
- *Supporting children at school with medical conditions*
- *First Aid policies.*

**Appendix 2**

**Individual School responsibilities – name of person responsible**

	1. Governors	2. Head Teachers	3. Deputy Head / SLT	4. Office manager	5.All employees	6.Visitors and contractors
Bishop Carpenter	Cannot be changed	Cannot be changed	Tracey Timms	Anne Davies	Cannot be changed	Cannot be changed
Bishop Loveday	Cannot be changed	Cannot be changed	Hayley Warner and Jenny O'Donnell	Catherine Burch-Harwood.	Cannot be changed	Cannot be changed
Hornton	Cannot be changed	Cannot be changed	Karen Locke	Jenny Bowes	Cannot be changed	Cannot be changed
Farthinghoe	Cannot be changed	Cannot be changes	Sharon Turner	Wendy Whitehouse		
Sibford Gower	Cannot be changed	Cannot be changed	Rachel Blake	Sheila Dowers	Cannot be changed	Cannot be changed
The Warriner	Cannot be changed	Cannot be changed	Nichola Gardner	Anne Brindley	Cannot be changed	Cannot be changed

## Appendix 3

### Accident Reporting Protocol : Incident/Accident/Diseases and Dangerous Occurrences

Accidents which result in death or a specified injury must be reported without delay to RIDDOR via the WMAT Operational Facilities Manager.

Accidents which prevent the injured person from continuing their normal work for more than seven days (including weekends and other rest days) must be reported within 15 days.

#### Reportable specified injuries - EMPLOYEE

Fractures (other than to fingers, thumbs and toes).

Amputations.

Injury likely to lead to permanent loss of sight or a reduction in sight.

Crush injury to the head or torso causing damage to the brain or internal organs.

Serious burns (including scalding), covering more than 10% of the body, or significant damage to the eyes, respiratory system or other vital organs.

Scalping requiring hospital treatment.

Loss of consciousness caused by head injury or asphyxia.

Injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness.

Resuscitation or admittance to hospital for more than 24 hours.

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure.

#### Reportable occupational diseases - EMPLOYEE

Carpal tunnel syndrome.

Severe cramp of the hand or forearm.

Occupational dermatitis, eg from work involving strong acids or alkalis and domestic bleach.

Hand-arm vibration syndrome.

Occupational asthma, eg from wood dust and soldering using rosin flux.

Tendonitis or tenosynovitis of the hand or forearm.

Any occupational cancer.

Any disease attributed to an occupational exposure to a biological agent.

#### Physical violence

Acts of physical violence to a person at work which result in death, a specified injury or a person being incapacitated for more than seven days, are reportable. Injury lasting more than seven days, must arise from a physical injury and not a psychological reaction.

For example a reportable injury from violence: an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Work related stress and stress related illnesses are not reportable.

## **Pupils and other people who are not at work**

Injuries to pupils and visitors who are involved in an accident at school or on an organized activity are only reportable if:

The death of a person arose out of or in connection with a work activity.

An injury that occurred in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment.

If a pupil is injured in an accident and remains in school, is sent home or is absent from school for a number of days, the incident **is not** reportable.

For example: if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident **would be reportable**. If a pupil is taken to hospital because of a medical condition (eg asthma attack or epileptic seizure) this would not be reportable.

Many common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, because they have not resulted directly from the way the school undertakes a work activity. In all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

## **Accidents in the playground**

Most accidents in the playground due to bumps, slip and falls are not normally reportable. Incidents are reportable when the injury results in a pupil's death or if they are taken directly to hospital because an incident occurred because of faulty or poorly maintained equipment.

## **Incidents to pupils on work experience placements**

If pupils are on a training scheme or work placement, they are deemed to be employees for the period of the placement. In these circumstances, the employer, as the responsible person, should report a death, injury or disease to a pupil, which arises out of or in connection with work. This means the wider range of reporting categories for employees is applicable.

## **List of notifiable diseases – as at 20.03.2019**

Diseases notifiable to local authority proper officers under the Health Protection (Notification) Regulations 2010:

- Acute encephalitis
- Acute infectious hepatitis
- Acute meningitis
- Acute poliomyelitis
- Anthrax
- Botulism
- Brucellosis

- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- Severe Acute Respiratory Syndrome (SARS)
- Scarlet fever
- Smallpox
- Tetanus
- Tuberculosis
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever

Report other diseases that may present significant risk to human health under the category 'other significant disease'.

**APPENDIX 4 – Risk Assessment Form**

		<b>The Warriner School Multi Academy Trust Management of Health &amp; Safety at Work regulation 1999</b>	
Assessor(s):		Review Date:	
Hazards	Risk	Risk Rating *	Steps taken to reduce the Risk

- Risk to be rated High/Medium/Low

Signed..... Strategic Business Director

Signed..... Headteacher

## Appendix 5 – Warriner Multi Academy Trust Accident procedure

	<b>Child presents with minor injury, first aider to assess</b>	<b>Significant injury: Scenario 1</b>	<b>Significant injury: Scenario 2</b>
	Advice, reassurance and first aid given.	visit to A&E required	Ambulance required
1.	Record; <ul style="list-style-type: none"> <li>• Student's name &amp; tutor</li> <li>• Time</li> <li>• Nature of injury or illness</li> <li>• Action taken</li> </ul>	Assessment by trained first aider Visit to A&E required <ul style="list-style-type: none"> <li>• Make student comfortable as possible</li> <li>• Delegate to admin staff call to parents</li> </ul>	Lead first aider delegates: <ul style="list-style-type: none"> <li>• Ambulance called, stay with student</li> <li>• Second first aider supports lead first aider.</li> <li>• Parents are called</li> <li>• Staff member will wait at the school gates to guide ambulance to casualty.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Head injury (minor) contact home to advise parents. Class Teacher in primaries advised.</li> <li>• Student advised to come back to the General Office/make teacher aware if feeling unwell.</li> </ul>	Record; <ul style="list-style-type: none"> <li>• Student's name &amp; tutor</li> <li>• Time</li> <li>• Nature of injury or illness</li> <li>• Action taken</li> </ul>	Lead first aider records: <ul style="list-style-type: none"> <li>• Student's name &amp; tutor</li> <li>• Time</li> <li>• Nature of injury or illness</li> <li>• How it happened/action taken/outcome</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Sent back to class</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up next day to check on well being of student.</li> <li>• Review and discuss any further investigation with WMAT facilities manager - agree if reportable.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up next day to check on well being of student.</li> <li>• Review and discuss any further investigation with the WMAT facilities manager including H&amp;S concerns – agree if reportable.</li> </ul>