



Health and Safety Policy			
CURRENT POLICY			
NEW POLICY	Y	AUTHOR	Jeanette Harris H&S Lead
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**For any Health and Safety advice and/or queries please contact – Jeanette Harris, email - [jharris@lifemultiacademytrust.org.uk](mailto:jharris@lifemultiacademytrust.org.uk)**

## STATEMENT OF INTENT

As a responsible employer, the LiFE MAT and LiFE MAT Services which incorporates Ashby School, Bosworth Academy, Braunstone Frith Primary Academy, Countesthorpe Academy, Desford Community Primary School, Dove Bank Primary, Ibstock Community College, Ivanhoe School, Kingsway Primary School and The Winstanley School, alternative provision within the schools and Bosworth Academy Day Nursery, Ibstock Day Nursery and Teddies Nursery will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice. LiFE MAT and LiFE MAT Services recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors and any persons affected by its activities so far as is reasonably practicable. The ultimate responsibility for ensuring implementation of this policy lies with the Board of Trustees hereinafter referred to as the LiFE Multi Academy Trust MAT and the Chief Executive Officer. In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach. LiFE MAT and LiFE MAT Services is committed to the prevention of accidents and ill health. LiFE MAT and LiFE MAT Services will work towards continual health and safety improvement. To achieve these objectives, we will so far as is reasonably practicable –

- Provide a productive and safe learning environment;
- Work with safe systems and equipment which aim to prevent accidents and any work-related illnesses;
  - Conduct all our activities safely and in compliance with legislation and where possible, best practice;
  - Ensure that a systematic approach to identify risks is developed and implemented and
  - Ensure sufficient resources are allocated to control them;
  - Ensure the provision of suitable information, instruction, training and supervision;
  - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare;
  - Promote the principles of sensible risk management; and
  - Monitor, review and modify this policy and any arrangements as required.
- The overall objective is to ensure the right action is taken, by the most appropriate person and at the right time. The emphasis is on engaging to take action to achieve safe outcomes.
- Where ideas and good practice emerge from an area of the LiFE MAT and LiFE MAT Services these will be shared across the trust.
  - Where accidents and incidents occur, LiFE MAT and LiFE MAT Services is committed to learning from each significant experience and avoiding a blame culture.
  - This policy recognises that leaders and managers of schools and the Trust will influence behaviour and set examples for others to follow. Also, it is understood that making sure our pupils, staff, visitors and contractors are safe is an essential part of managing risk at the LiFE MAT and LiFE MAT Services, and as such will directly contribute to our overall success. Everyone in LiFE MAT and LiFE MAT Services is expected to engage positively in implementing this policy. Failure to do so will be investigated and followed by appropriate action.
  - The policy also recognises that the safety culture is important and requires active engagement and positive behaviour at all levels. Challenging unsafe behaviour and encouraging everyone to be actively involved in implementation is encouraged at all levels.
- Access to competent advice is an important element of our health and safety management system, but it must be understood that implementation of this policy is the responsibility of everybody at LiFE MAT and LiFE MAT Services.
- To use the Health and Safety Management planner system smartlog to help managers and LiFE MAT and LiFE MAT Services to monitor and assess their compliance with key requirements of health and safety and help with the reporting of that assessment. This is part of the Plan, Do, Check, Act (HSG65) process that all schools are encouraged to undertake as part of good business practice. All LiFE (MAT) and LiFE MAT Services employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed

Chief Executive Officer

Date 9<sup>th</sup> December 2024



# **HEALTH & SAFETY POLICY**

## **LiFE (MAT) and LiFE MAT Services ORGANISATION – ROLES AND RESPONSIBILITIES**

### **Background & Context**

The MAT is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

### **THE TRUST REPORTING STRUCTURE, GROUPS, COMMITTEES & ORGANISATIONAL RESPONSIBILITIES**

The Members have appointed Trustees who are required to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all the Academies within the Trust.

The Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all Academies. The Board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the MAT.

The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the trust's Scheme of Delegation and Terms of Reference.

The CEO leads the Trust Executive Leadership Team (ELT) which includes the CEO, COO, CFO (the executive management team of the Trust) and will delegate executive management functions to the members of the ELT. The CEO retains accountability to the Trust Members for the performance of the ELT.

The Trust Members have delegated (some) areas of governance within each Academy of the MAT that will be overseen by a Local Governing Body at each school. Each Local Governing Body must ensure there is a Health and Safety Committee who provides regular compliance rating (from Smartlog) and Health and Safety Risk Register of the top risks in each school for the LGB. An overview of all Schools reports must be collated for the Board of Trustee.

Each Local Governing Body comprises of Parents, Staff and Community / Co-opted governors along with ex-officio senior leader(s).

Local Arrangements within each Academy are required to be documented and are recorded below in sections. As the organisation of governance and staffing responsibilities in each Academy varies.

## Health and Safety organisation structure

	<b>MAT TRUST BOARD</b>	
	↓	
	<b>Chief Executive Officer</b>	
	↓	
Head of IT, Catering Manager/ Facility Development Letting Lead/ HR Director/ Business Leads/ Nursery Lead	<b>Deputy Chief Executive Officer, Chief Finance Officer, Executive Leader (Temporary), Operation Officer</b> ↓ <b>Estates Lead National Forest and Leicester Forest Hubs</b>	Health and Safety Lead
↓	↓	↓
Desford Primary School Bosworth Academy Countesthorpe Academy Headteachers	Braunstone Frith Primary, Kingsway Primary and The Winstanley School Headteachers	Ashby School, Dove Bank Primary School, Ibstock Community College, and Ivanhoe School School Headteacher

#### Health and Safety Organisational Structure in each School

Headteacher				
↓				
Senior Leadership Team				
↓	↓	↓	↓	↓
Operations Manager	Catering Staff/Nursery	Facilities/ Estates/ Premises	Other Staff	Heads of Department
↓		↓		↓
Admin Staff		Cleaning Staff		Teaching Staff

The Trust Board has appointed the Chief Executive Officer (CEO) who has been delegated responsibility for the executive management and the performance of the Trust and all member Academies for health and safety. The Chief Executive Officer may delegate specific responsibilities to Headteacher in each school, however the CEO will still be accountable for ensuring the responsibilities are fulfilled.

The CEO will be responsible for:

- Providing termly health and safety reports to the MAT Board for review. Each Facility/Site Manager to provide termly reports (from Smartlog on Compliance rating and Health and Safety risk register or the top risks in each school) with the support from relevant Heads of Department to be shared with CEO and CFO;
- Ensuring adequate resources are provided for health and safety;
- Setting clear health and safety values and standards throughout the MAT;
- Establishing clear and measurable health and safety aims and objectives;
- Ensuring the provision of competent health and safety advice;
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner;
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters;
- Ensure the health and safety policy and arrangements are reviewed and implemented throughout the MAT;

- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations;
- Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable;
- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay.

### **Chief Financial Officer (CFO)**

- Establish an annual budget for health and safety for all academies within the MAT;
- Report any shortcomings in the health and safety budget to the CEO and Trust Board;
- To produce annual health and safety budget forecast reports and communicate them to the Trust board and CEO; and
- To manage the financial arrangements to the School Capital funding Allocation across the trust to ensure it is used effectively to manage health and safety and compliance within the schools in the trust.

### **Deputy Chief Executive Officer (DCEO) and Executive Leader (temporary)**

- Provide strategic leadership, direction and management in Estates/Assets;
- Ensuring high standards and the development of systems appropriate to the Trust;
  - Establish clear accountability for Health & Safety management across the Trust; reporting risks and mitigations;
- Manage the assets of the Trust, ensuring it has an appropriate asset replacement plan that is being adhered to, including buildings, Kitchen and IT;
- Lead the development of Capital funding bids and maximise income generation; and
- Ensure there is a fully embedded PPM schedule across the Trust schools.

### **Trust Operations Manager**

- Provide strategic vision and leadership across non-education trust functions (IT, Project Management and Catering.)
- To be solely accountable for strategically leading and managing shared services including IT, Project Management, Procurement, Catering and GDPR compliance.)
- To play a critical role in strategically contributing to the review of legal and

contracts and ensuring that key financial and operational risks are identified, evaluated and managed.

- Embed trust-wide accountability and quality assurance procedures to achieve compliance.
- Ensure that policy documentation remains up to date and relevant for their areas of responsibility.
- Develop, implement and monitor trust policies within their remit. Monitor and develop organisational compliance and progress, and provide information to the Executive Leadership Team and Trustees as appropriate.
- Identify, monitor and mitigate operational risks through effective work with other trust leaders.

### **Head of Trust IT**

- Provide strategic vision and leadership across IT and the trust;
- To be accountable to manage health and safety issues related to ICT, including doing risk assessments, safe systems of work and ensuring regular electrical testing;
- Ensure the Health and Safety policy and all relating documents and information is communicated and implemented across the trust;
- Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant;
- Provide information, instruction, training and supervision for the department staff and students they are responsible for;
- Complete a health and safety induction checklist for all new employees at the commencement of their employment and ensure these are being completed across the trust;
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence;
- Be responsible for all aspects of health and safety included in their job description;
- Ensure that all statutory registers and records are retained and maintained;
- Report property defects within their department to the Site Manager/Estates Manager/ Premises Manager/Premises Officer;

### **Trust Board**

The Trust Board is accountable for holding each individual member academy Headteacher to account for Health and Safety management and operational matters relating to the academic work of each individual academy (lesson risk assessments, trips, use of the building for teaching and learning, etc.) The Trust Board has delegated governance accountable for holding the CEO (as defined in the organisational chart above) to account for H&S management and operational matters relating to all non-academic matters across the Trust.



The Trust Board is accountable for governance as outlined above, is accountable for:

Monitoring the implementation of the MAT's health and safety policy (with regards to academic matters – where this is the case)

The Trust Board is accountable for:

- Establishing clear lines of local accountability for health and safety;
- Periodically assessing the effectiveness of its implementation of the MAT policy and ensuring that the need for any necessary changes are communicated to the Board and Executive Leadership Team;
- Ensuring that responsible staff have access to competent health and safety advice;
- Ensuring the provision of a business continuity plan and SEMT (Senior Emergency Management Team) for each school within (LiFE MAT and LiFE MAT Services); and
- Ensuring that the Academy allocates sufficient funds for health and safety.

#### **LiFE MAT HR Director**

The HR Director will:

- Have a strategic overview of the health and safety management system within the MAT;
- Ensure health and safety responsibilities are included in job descriptions;
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust;
- Cooperate and communicate with the CEO to ensure the MAT health and safety policy aligns with HR policies; and
- Make recommendations in relation to Occupational Health referrals to the CEO/Headteachers.

#### **LiFE MAT Estates Lead and Health and Safety Lead**

The MAT Estates Lead and Health and Safety Lead is delegated the responsibility of overseeing premises management and as it relates to the buildings and other assets ensuring health and safety compliance across LiFE (MAT). The LiFE MAT Estates Lead and Health and Safety Lead is responsible for:

Establishing a system for the maintenance of the MAT assets both building and plant including premises compliance checks across the MAT;

- Devising, reviewing and communicating the MAT's contractor management policy;
- Implementing the contractor management guidance and ensuring systems are in place for implementing the policy;
- Ensuring all accidents, incidents and near misses are investigated and reported to the CEO;

- Facilitate external health and safety audits;
- Implement an internal health and safety auditing/inspection program to ensure premise compliance;
- Implement an external health and safety audit program to ensure premises compliance;
- Undertake termly premises inspections within all academies within the MAT and provide the reports to the CEO;
- Support with authorised relevant risk assessments within the premises department;
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible;
- Establish a contractor procurement system that ensures contractors are competent to carry out their duties and carry out and record contractor inductions; and
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities of the staff under their control.

**LiFE MAT Catering Manager (Leicester Forest Hub) and Catering Manager (Ashby School) Operations Managers (Ibstock) - National Forest Hub at each site)**

The MAT Catering Manager (Leicester Forest Hub)/ Catering Manager (Ashby School) Operations Manager (Ibstock) is responsible for catering activities across LiFE Multi-Academy and the kitchens they manage. The Catering Managers are responsible for:

- Advise the MAT Estate Manager/ Health and Safety Lead/Headteacher/CEO of any health and safety concerns related to property or premises;
- Ensure risk assessments are undertaken by kitchen managers across the trust or their kitchens for activities associated with catering and kitchen work within their individual academy kitchens;
- Ensure health and safety information is communicated to kitchen managers across the trust;
- Report accidents to the relevant person who reports accidents via AssessNet, dangerous occurrences and near misses to the individual site facilities team;
- Ensure a food safety policy is devised, reviewed and communicated to kitchen staff and managers across the trust;
- Ensure the provision of adequate PPE for kitchen staff across the trust;
- Undertake any training identified by the CEO and line manager to enable them to perform their duties at the level of responsibility allocated to them;
- Implement an internal audit system across the trust member academy kitchens;
- Implement an external audit system across the trust member

academy kitchens; and

- Provide a termly kitchens/catering health and safety performance report to the individual school Headteacher and Health and Safety Committee.

### **Headteacher**

The Headteacher has been delegated the responsibility of the management of safety and implementation of this policy within their school. The Headteacher will implement in their local environment the occupational health and safety management system that aligns with the arrangement created by the employer. To help achieve this the Headteacher will:

- The Headteacher will ensure compliance with LiFE MAT health and safety policy;
- Make clear any duties in respect of health and safety, which are delegated, to members of staff;
- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of their school and maintain an up to date system of policies, procedures and risk assessments;
- Co-operate and communicate with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in Appendix 1;
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk;
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery;
  - Co-operate and communicate with the Trust Board/Academy Governors/SLT/CEO/ Central teams;
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance;
- Provide a termly health and safety performance report to the Trust Governing Body and CEO;
- Ensure that local procedures for the selection and monitoring of contractors are in place;
- Take appropriate action under the disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures;
  - Ensure the LiFE MAT staff have been made aware of where to access competent health and safety advice;
- Ensure there is a clear system for reporting accidents and incidents;
- Facilitate health and safety audits; and
- Chair health and safety committee meeting on a termly basis in

conjunction with the Premises Manager/Estates/Facilities Managers/Site Manager/Premises Officer.

In addition to their statutory duties, the Headteacher and teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

Headteachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in Appendix 1 of this policy.

### **Senior Leadership Team**

The senior leadership team will:

- Make themselves familiar with and ensure the Academies compliance with this policy;
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the Governing Body;
- Provide a documented process for reporting and investigating all incidents, accidents and near misses;
- Provide information for the termly health and safety performance reports to support The Headteacher and Governing Body;
- Ensure the Academy has a Management of Medications Policy; and
- Ensure the Academy has an Off-Sites Visits Policy and trained Educational Visit Co ordinated.

### **Heads of Faculties/Departments including ICT, Business Lead, Facility Development Lettings Lead/ HR Director/ Business Leads/ Nursery Leads and support staff**

Heads of faculty/departments will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher. Any member of staff with departmental/faculty management responsibilities will:

- Make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions and requirements for safe methods of work;
- Science and Design Technology Heads of Department will ensure a departmental health and safety policy is devised specific to their

activities and communicated to all staff concerned;

- CLEAPSS guidance and information will be referenced, included in lesson planning and followed by each faculty;
- Physical Education leads will follow the Safe practice in physical education, school sport and physical activity guidance (AfPE Book)
  - Identify new and existing hazards, provide risk assessments, record the significant findings, implement any necessary control measures and review these to ensure that they remain relevant;
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken;
- Ensuring systems are in place to manage the use of high risk equipment and hazardous materials;
- Provide information, instruction, training and supervision for the department staff and students they are responsible for;
- Complete a health and safety induction checklist for all new employees at the commencement of their employment;
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence;
- Be responsible for all aspects of health and safety included in their job description;
  - Ensure that all statutory registers and records are retained and maintained;
  - Report property defects within their department to the Site Manager/Estates Manager/ Premises Manager/Premises Officer;
  - Provide termly health and safety performance reports to the SLT/Headteacher;
- Ensure the provision of adequate PPE free of charge for staff and pupils with their departments; and
- Facilitate health and safety audits.

More specific duties for Heads of Design Technology, Science and PE will be set out in their departmental health and safety policies and within Appendix 1 of this policy.

### **Facilities Managers/ Site Manager/Premises Officer**

The Facilities Managers/Site Manager/Premises Officer is responsible for day to day management of property maintenance and compliance checks. The Facilities Manager/Site Manager/Premises Officer will be responsible for:

- Maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the

faculty involved;

- Ensuring the day to day operational requirements of the health and safety policy are implemented;
- Have a general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Headteacher;
- Notify the Estates Lead, Health and Safety Lead and Headteacher of any health and safety concerns and any financial implications identified by the risk assessment, survey and service records;
- Liaise with and report directly to the Governors, Headteacher and SLT on matters of Health and Safety;
- Ensure that all certification and statutory inspections are kept up to date;
  - To investigate accidents, dangerous occurrences and near misses, complete accident reports;
- Facilitate health and safety audits;
- With the Support of the Headteacher organise and lead the Health and Safety committee which should meet on a termly basis;
- Provide termly health and safety performance reports to the SLT, Headteacher and Health and Safety Lead;
- Ensuring resources are allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary by a competent contractor. Retain and maintain compliance and health and safety related documentation and ensure documentation is backed up digitally;
- Ensuring there is a system in place for contractor procurement that identifies contractor competency (including inductions are recorded and sharing relevant documentation);
- Ensure the Contractor Procedure is followed and implemented across all schools.
- Ensure the provision of resources for staff health and safety training;
- Establish a health and safety training plan and matrix to identify staff training needs;
  - Establish and maintain safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments);
  - Carry out regular health and safety assessments of the activities for which they are responsible, and report to the Estates Lead, Health and Safety Lead, SLT and Headteacher any defects, which need attention. Monitor their effective implementation by staff under their control;
- Where appropriate, ensure relevant advice and guidance on health and safety matters is sought;

- Advise the Headteacher on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery;
- Carry out compliance checks in accordance with Appendix 1 and job description;
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing all relevant checks before the work begins; and
- Undertaking any training identified by the Estate Leads, Health and Safety Lead or Headteacher to enable them to perform their duties at the level of responsibility allocated to them.

### **Catering/Catering Manager/ Head Cook**

The Catering Manager/ Head Cook is responsible for activities undertaken within the school kitchen and will:

- Take responsibility for the day to day management of health, safety and wellbeing within the school kitchen and the activities undertaken by kitchen staff;
- Advise the Site Manager/Premises Officer and/or Headteacher of any health and safety concerns;
- Provide risk assessments for activities associated with work and relevant employees in the kitchen. Monitor their effective implementation;
- Ensure health, safety and wellbeing information is communicated to catering staff;
- Report accidents, dangerous occurrences and near misses to the Premises Manager/Estates/Facilities Managers/Site Manager/Premises Officer;
- Ensure a food safety policy is devised and communicated to kitchen staff;
- Ensure the provision of adequate PPE for staff that they are responsible for; and
- Undertake any training identified by the Headteacher/MAT Kitchen Manager/Estate, Health and Safety Lead to enable them to perform their duties at the level of responsibility allocated to them.

### **All Staff**

All employees, agency, peripatetic workers and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions;
- Cooperate with their line manager and senior management to work safely;

- Comply with health and safety instructions and information and undertake appropriate health and safety training as required;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements and/or workplace;
- Support the LiFE MAT and LiFE MAT Services in embedding a positive safety culture that extends to pupils and any visitors to the site; and
- Undertake any training identified by the Headteacher/or line manager to enable them to perform their duties at the level of responsibility allocated to them.

### **Pupils**

All pupils are expected to behave in a manner that reflects the LiFE MAT's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school;
- Cooperate with teaching and support staff and follow all health and safety instructions given;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare; and
- Report to a teacher or other member of LiFE MAT's and LiFE MAT Services staff any health and safety concerns that they may have.

Each Headteacher at each school with the support of the Site Managers within the LiFE MAT and LiFE MAT Services is expected to organise implementation of the LiFE MAT and LiFE MAT Services Health and Safety Policy through a Health and Safety Committee. The committee is responsible for overseeing following local arrangements;

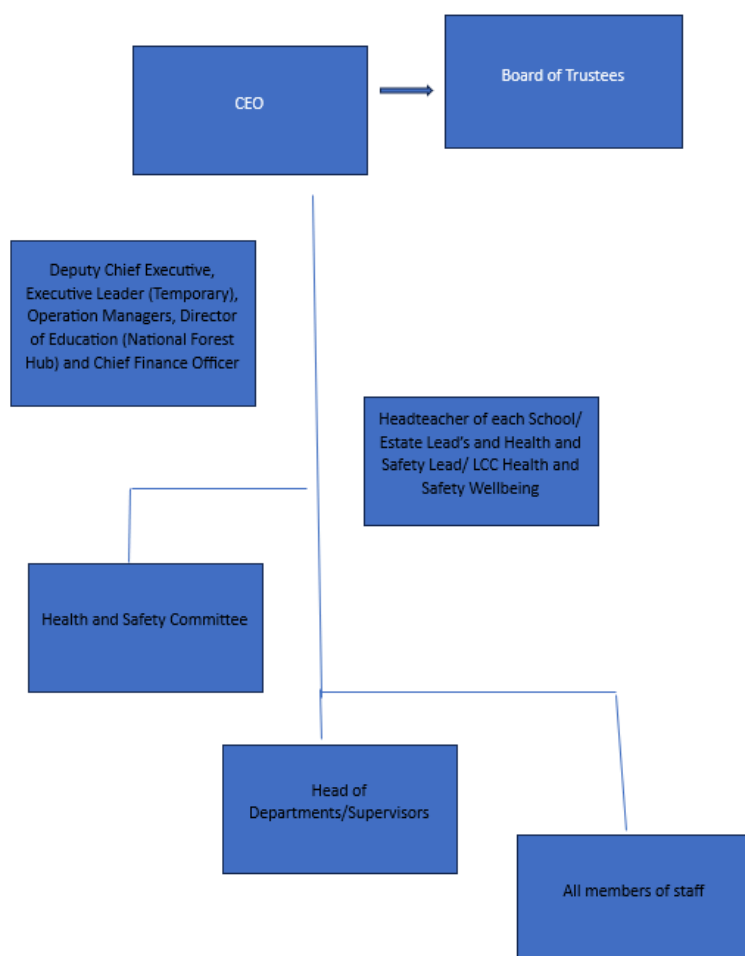
- The committee should be chaired by the Headteacher or Head of School with the support of Facilities/Site Manager/Lead Premises Officer.
- The Health and Safety Committee is expected to coordinate the implementation of the LiFE Health and Safety policy across the School.
- The committee should develop and review a Health and Safety Improvement Plan.
- The committee will provide termly and annual assurance reports to their Local

Governing Body and Board of Trustees.



## Reporting structure for the Health and Safety Committee

Reporting and feedback between individual schools and CEO and Board of Trustees



## **HEALTH AND SAFETY ROLES WHICH SUPPORT IMPLEMENTATION OF HEALTH AND SAFETY POLICY**

Access to competent professional advice will be available from Leicestershire County Council Health, Safety and Wellbeing department and safety roles across the trust including Health and Safety Lead and Estate Lead's, Fire Wardens, First Aiders, Trade Union Appointed Safety Representatives, Display Screen Equipment Assessors, Radiation Protection Supervisor and other nominated support functions.

### **Competence and Training**

Successful implementation of this policy is dependent upon everyone being sufficiently competent regarding health and safety in relation to the risks they encounter, and their role and responsibilities. This will be managed by their line manager.

### **Shared site users**

Where two or more employers share a workplace, each employer shall cooperate with the other employers concerned to enable them to comply with their duties under health and safety legislation. LiFE MAT's as the primary site user will have the lead responsibility.

All users of the shared site must agree to:

- Cooperate and coordinate on health and safety matters;
- Provide information relating to any additional risks or procedures which will be new or unusual to those sharing the site that may arise from their activities;
- Meet the insurance requirements of LiFE MAT's insurance provider; and
- Familiarise themselves with and communicate to their employees/users the LiFE MAT's health and safety arrangements.

LiFE MAT and LiFE MAT Service will ensure that:

- The premises are in a safe condition for the purpose of use;
- Adequate arrangements for emergency evacuation are in place and communicated;
- Users are consulted on health and safety matters; and
- The LiFE MAT's health and safety arrangements are made available to shared users.

## **Lettings**

Removed internal link to letting policy

LiFE MAT has a lettings policy and a copy of this can be obtained from the Letting team. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid. Staff organising the letting must ensure that the details of the lettings policy is followed.

Persons/organisations letting the site must agree to:

- Cooperate and coordinate with the LiFE MAT on health and safety matters;
- Agree to the terms of the lettings policy in relation to health and safety arrangements; and
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the LiFE MAT that may arise from their activities.

Staff will need to ask a member of the lettings team for a copy of the swimming pool PSOP.

The LiFE MAT will ensure that:

- The premises are in a safe condition for the purpose of use;
- The health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises (including checking DBS, insurances, risk assessments, qualifications etc); and
- Adequate arrangements for emergency evacuation are in place and communicated.
- Ensure the relevant pre-event and post-event meetings are held with the relevant parties, details of the event are communicated including before and after.
- Each school to complete the Health and Safety checklist for Community Use of a School for each letting.

## **TRUST ORGANISATIONAL ARRANGEMENTS FOR HEALTH AND SAFETY**

The following arrangements will be adopted to ensure that the Trust Board, the CEO and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the site.

### **Setting health and safety objectives**

The Trust Board and the Headteachers and CEO will specifically review progress of health and safety objectives at the termly meeting of the Trust Board. Where necessary health and safety improvements will be identified and included within the LiFE (MAT)'s action plan.

**Provision of effective health and safety training**

The Academy Trust and the Headteacher/individual Heads of Department will consider health and safety training on an annual budget available for training.

**Provision of an effective joint consultative process**

The health and safety committee will meet at least once per term at each school. This committee will report to the Academy Trust and the Headteacher, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) a member of the senior leadership team, a member of teaching staff, a member of support staff, a member of the site management team, a member of the Governing Body/Trust Board member and trade union representatives (where applicable shared site users).

**Establishing adequate health and safety communication channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings;
- Site health and safety committee;
- Provision of information relating to safe systems of work and risk assessments;
- Training provided;
- Communications with relevant specialist advisors and bodies; and
- LiFE Health and Safety Lead to be consulted on any major procedures or legislative changes across the MAT.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

**Financial resources**

The LiFE Multi Academy Trust Board along with the CEO, COO, CFO and relevant Headteacher will review the LiFE Multi Academy Trust budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

**Specialist advice/support**

LiFE MAT and LiFE MAT Services will ensure that access to competent technical advice on health and safety matters is procured to assist the LiFE MAT and LiFE MAT Services in complying with statutory duties and meeting health and safety objectives; the LiFE MAT and LiFE MAT Services will do this by:

- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service.

### **Audit**

Each LiFE MAT and LiFE MAT Services member academy's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service at least every 18 months to be arranged by the individual departments at each school. The LiFE MAT and LiFE MAT Services reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within LiFE MAT and LiFE MAT Services.

External health and safety audit reports will be delivered to the MAT CEO, each individual Academy's Headteacher and the Estates Lead's and Health and Safety Lead for review.

## **APPENDIX 1 and 2 - LOCAL ARRANGEMENTS**

### **Local Organisational Arrangements**

#### **Accident and assaults**

All accidents, assaults and near miss incidents will be reported in the accident book or agreed reporting form within 24 hours of occurrence; RIDDOR reportable incidents, as per the HSE's Education Information Sheet No1 (Revision 3) will be reported to the HSE within the required timescales.

All incidents will be investigated in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Accident, assaults and near miss incidents will be monitored at least termly as part of the site health and safety committee; identification of significant trends or major incidents will be reviewed by the senior leadership team as required with information communicated to the governing body.

Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years).

#### **Contractor management**

LiFE (MAT) will comply with the Construction Design and Management Regulations 2015, trust Contractor Procedure and the HSE guidance document: HSG159 Managing contractors: A guide for employers. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;

- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure; and
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Headteacher will ensure school liaises with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The LiFE MAT ensures that:

- Roles of client, principal designer, designer, principal contractor, contractor are understood and formally allocated;
- Competent contractors are used;
- Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc;
- Pre-start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site (including sharing all relevant documentation i.e asbestos survey, fixed electric survey, water risk assessment, fire risk assessment, service reports, risk assessment and procedures etc from the school);
- Key contacts are identified;
- Regular update meetings take place throughout any works/projects;
- Works are visually monitored, and any concerns immediately reported;
- Works are signed off and any associated certification and documentation is obtained;
- All staff/ pupils and other users of the site remain in a safe environment for the duration of the works;
- All contractors are given access to the asbestos register throughout the time of the work being undertaken;
- All contractors to complete a contractor site induction sheet before work can proceed; and
- Arrangement for DBS check is discussed and agreed by the Headteacher and recorded on the single central record.
- Where required a permit to work will be issued for defined high risk activities.
- Contractors working on site will be monitored to ensure they are complying with the

safety control measures in the risk assessment and method statement and concerns will be reported immediately.

### **Control of hazardous substances**

LiFE MAT and LiFE MAT Services will comply with the HSE's approved code of practice Control of Substances Hazardous to Health (L5) relating to the management and control of hazardous substances on site. The LiFE MAT and LiFE MAT Services will ensure:

- An inventory of all hazardous substances on site is kept and updated regularly;
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used;
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff;
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented;
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff;
- Any requirement for exposure monitoring or health surveillance will be carried out;
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided;
- Training records are maintained for those who receive training;
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors;
- Only substances purchased through the school's procurement systems can be used on site;
- Substances are stored correctly and those that are no longer used are disposed of as per the substance's safety data sheet: and
- COSHH risk assessments are monitored quarterly and reviewed annually.
- Where engineering controls are provided to meet the requirements under COSHH, for example, local exhaust ventilation plant (LEV) these controls will be maintained in efficient working order, in good repair and in a clean condition. Thorough examination and testing by a competent contractor will be completed **at least** once in every 14 months or by a suitable frequency commensurate with the manufacturers' safety instructions.

### **Dealing with health and safety emergencies - procedures and contacts**

As per legal requirements all dangerous occurrences and near miss incidents that are RIDDOR reportable incidents, will be reported to the HSE within the required timescale.

All incidents will be investigated by either SLT/ Estate Lead/ Health and Safety Lead/ Facilities Manager/ Premises Manager in an attempt to identify the root cause: relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc.

Each school will have local arrangements for dealing with dealing with fatalities, missing pupils, bomb threat and others emergencies (referencing Business Continuity plan).

## **Defect reporting**

LiFE MAT has a defect reporting procedure whereby any damage or defect to the premises, equipment or furnishings is reported. Defective equipment is isolated and labeled as defective to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment is carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

## **Display screen equipment (DSE)**

LiFE MAT acknowledges that staff who use DSE should have suitable equipment to undertake the tasks that they are required to carry out, knows how to safely use the equipment and have a DSE assessment which is reviewed at suitable intervals. The LiFE MAT ensures that:

- All static workstations used by staff meet the minimum standards required;
- Equipment is maintained in good working condition;
  - Staff are aware of best practice in using DSE and issued with relevant information;
  - Staff whose roles require significant use of DSE are prioritised for individual assessment;
    - Assessments are reviewed at least bi-annually, earlier if there are significant changes to equipment/layout individual health organised through their line manager; and
- DSE training and assessment is available via LTS Health Safety and Wellbeing Service buy back. This can be access through the SHINE online system. For access please call 0116 305 5515. <https://go-shine.co.uk/login/index.php>

## **Driving**

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. 6 monthly licence and insurance checks are undertaken and documented. Each school using minibus will have local arrangements for minibus use e.g. driver medical examinations, licence requirements, authorised drivers, name of person responsible for undertaking checks on minibuses, pupil supervision arrangements.

A driving at work Risk Assessment will be completed by the employee driving and communicated to their line managers.

The Trust does not provide car insurance for staff using their own vehicles. Staff members are responsible for ensuring they are appropriately insured prior to travel. Staff must also ensure that their vehicle is safe and legal to drive.

## **Electrical systems and equipment**

LiFE MAT and LiFE MAT Services maintains and services electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years and depending on the installation swimming pool electrical installations are likely to be no longer than 3 yearly by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.



Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance '*Maintaining portable electrical equipment in low risk environments*' (INDG236), by a competent contractor with records maintained.

Formal termly workplace inspections are undertaken and recorded whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The LiFE MAT's defect reporting procedure is followed as required.

### **Fire Safety and Emergency Procedures**

LiFE MAT and LiFE MAT Services is highly committed to providing a safe environment for staff, pupils and all persons who visit a LiFE MAT school. The Responsible Person at each school will be The Head Teacher. LiFE MATs activities will comply with the Regulatory Reform (Fire Safety) Order 2005 and will manage the risk of fire by ensuring that:

- A detailed fire and emergency evacuation plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation, this will include the development of a Personal Emergency Evacuation Plan (PEEP) for any person requiring assistance in an evacuation. This procedure will also cover the detail of management of a Bomb threat, invacuation and lockdown situation;
  - An annual type 1 and a 5 yearly type 2 fire risk assessment must be in place and reviewed on a regular basis. Actions highlighted in the risk assessments will be completed in order of priority highlighted by the assessors within the assessments;
  - Faculty activities will follow CLEAPSS' Fire Safety handbook and guidance to prevent fires in LiFE MAT facilities. Experiments will be conducted suitable to the individual size and location of the facilities available.
- 
- Statutory inspections are carried out on all fire related systems and equipment either both by competent contractors and in house by trained staff. Internal checks are carried out on testing the fire detection and alarm warning system, fire fighting equipment emergency escape lighting, sprinkler systems, miscellaneous equipment and visual checks on fire doors and exit routes;
  - All checks are recorded;
  - All staff receive fire awareness training that is regularly updated, and fire marshals receive role specific instruction;
  - A fire drill is undertaken at least termly to practise evacuation arrangements and to ensure that the evacuation procedure is carried out successfully and as expected; and
  - A fire log book is kept and maintained (by electronic and/or paper based records).
- Any alterations to a LiFE MAT school will consider, at the planning stage, the impact on all relevant persons, facilities and services especially in relation to fire safety eg changes in partitioning, walls, surfaces, retardant fabrics, fire doors, compartmentation.
  - Where LiFE MAT school facilities are shared, for example with a nursery, school food service, or by letting agreement, all responsible persons will cooperate with each responsible person to take reasonable steps to coordinate fire safety measures and inform each responsible person of the risks to relevant persons in connection with their undertaking [eg in practical terms: exchange, review, monitor fire risk assessments].

## **First-aid and supporting pupils' medical conditions**

Adequate first aid arrangements are assessed, maintained and monitored at the LiFE MAT and LiFE MAT Services and for all activities that the LiFE MAT leads. The LiFE MAT and LiFE MAT Services ensures that:

- The number of first aiders and appointed persons meets recommendations and adequate cover is available to cover for annual leave and unexpected absences;
- All first aiders and appointed persons hold a valid certificate of competence, the LiFE MAT maintains a register of all qualified staff and will arrange re-training as necessary;
- First aid notices are clearly displayed around the LiFE MAT.
- Sufficient numbers of suitably stocked first aid boxes are available and checked periodically to ensure they are adequately stocked;
- A suitable area is available for the provision of first aid;
- Staff are regularly informed of first aid arrangements within LiFE MAT, through induction, teacher training days and the staff handbook which is issued annually;
- Where first aid has been administered this is recorded in the first aid treatment book;
- Correct reporting procedures are followed including those required under RIDDOR regulations;
- Individual risk assessments have been carried out which consider first aid provision for lone workers and employees who travel in works vehicles that carry passengers;
- Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of an emergency;
- Children with medical conditions will be cared for in line with the medical conditions policy; and
- Students Medication shall be kept securely in line with the medical conditions policy.

## **Glass & Glazing**

LiFE MAT will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing.

The LiFE MAT will survey its glass surfaces in doors, windows and door side panels for the presence of safety glass and where appropriate will make remedial actions to install safety glass or film and have it suitably marked to that effect.

## **Grounds - Safety/Security Safety**

The LiFE MAT will ensure that there is safe access and egress from the buildings and grounds 27 including balancing the need for security with the need for emergency escape. The LiFE MAT will ensure that there is a regime for maintaining the grounds, perimeter demarcation (where owned) and equipment e.g. outdoor play equipment.

## **Security**

Specific rules for maintaining site security (e.g. keeping doors shut, controlling visitor access, signing in arrangements, identifying staff who are at greater risk of injury, where required how risk assessment is carried out, special training requirements are to be found at each school.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Money will be held in a safe and banked on a **monthly** basis to ensure large amounts are not held on site. Money will be counted in an appropriate discrete location, (such as the **school office**, and staff should not be placed at risk of robbery.)

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

### **Housekeeping – storage, cleaning & waste disposal**

The LiFE MAT and LiFE MAT Services will ensure that there is suitable and sufficient storage including systems for ensuring that items are included on an inventory and checked periodically where necessary for safety.

The LiFE MAT and LiFE MAT Services will ensure that there are systems in place for cleanliness, to minimise the accumulation of rubbish, for the responsible removal and disposal of controlled waste and for the cleaning of spills/ wet floors to minimise the risk of slips. The LiFE MAT and LiFE MAT Services will ensure that there is suitable and sufficient external waste bins secured from the risks of arson and tampering.

Where applicable and to accommodate the requirements of environmental legislation the LiFE MAT will arrange for suitable disposal/recycling of relevant items e.g. fluorescent lighting and waste electrical appliances.

Suitable arrangements will be made for gritting and the clearing of snow as part of winter preparedness.

### **Jewellery**

Policy on pupils wearing earrings and other jewellery, instructions to pupils, can be found in each school.

### **Lift Operating and Lifting Equipment**

New lifting equipment used to carry or move persons or goods will be subject to receipt of a declaration of conformity. The declaration of conformity will confirm that a thorough examination has been undertaken and that the lifting equipment is safe to use.

Thorough examinations by a competent person will be conducted at a frequency determined by the manufacturer of the equipment or other profession body, eg LiFE MATs insurance company. A passenger or platform lift, hoisting equipment will require a thorough examination at 6 monthly intervals for example.

Accessories for lifting will be included in a thorough examination by a competent person eg

items such as slings, shackles, chains and eyebolts.

Machinery and accessories for lifting loads will be clearly marked to identify their safe working loads.

Lifting equipment such as adjustable treatment tables, pallet trucks may all be in scope for a thorough examination.

Equipment hired will be subject to confirmation that thorough examination has been undertaken prior to use by a competently trained person.

### **Lone Working**

LiFE MAT and LiFE MAT Services will ensure through risk assessment that all staff who work alone are given suitable instruction on lone working procedures including communications, emergency procedures and any restrictions during lone working e.g. work at height.

### **Management of Asbestos**

LiFE MAT and LiFE MAT Services complies with the HSE's approved code of practice *'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143)*. The LiFE MAT and LiFE MAT Services is committed to preventing exposure to asbestos fibres to all persons that enter onto its premises. The LiFE MAT has a whole site asbestos 'management survey' from which a local asbestos management plan (LAMP) has been developed. The LAMP (Local Asbestos Management Plan) along with the asbestos register will be kept up to date.

A minimum termly visual inspection of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted access areas are undertaken and documented; where necessary more frequent checks of ACMs will be undertaken. Any concern relating to known or suspected ACMs are addressed as per the procedures detailed in the LiFE MAT's LAMP.

Prior to any works that will or have the potential to alter the fabric of the building; a 'refurbishment and demolition survey' will be procured in order to undertake a comprehensive assessment of the materials being disturbed prior to any works commencing. Where necessary works that are likely to disturb asbestos will be planned so as to avoid disturbance (re-routed) or the asbestos will be removed by competent licensed contractors prior to building works commencing.

Any changes to the building where asbestos any work on or the removal of asbestos has been carried out will be recorded in the asbestos register and kept with the school's Lamp. Contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will sign to confirm they are aware of the location of Asbestos on site.

Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately, report it to a member of school staff and not return to the area until it is declared safe.

### **Moving and handling**

LiFE MAT and LiFE MAT Services complies with the HSE's approved code of practice *'Manual Handling. Manual Handling Operations Regulations 1992 (as amended). Guidance on Regulations (L23)*. Within LiFE MAT there are a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an

individual with mobility issues.

The LiFE MAT and LiFE MAT Services manages the risk associated with moving and handling tasks by ensuring that: Moving and handling is avoided whenever possible;

- If it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe;
- Those undertaking specific moving and handling tasks have received appropriate training and training records are maintained;
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements;
- Any defective equipment is taken out of use until repaired or is replaced;
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted; and
- Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

## **Noise**

LiFE MAT and LiFE MAT Services will make arrangements for the assessment of risk, protection and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005.

## **Occupational Health Services and Work Related Stress**

LiFE MAT and LiFE MAT Services acknowledges that there are many factors both work related and personal that may contribute to staff being absent from work through injury and ill health including stress.

The LiFE MAT and LiFE MAT Services will follow the principles of the HSE guidance '*Managing the causes of work related stress*' (HSG 218). The following arrangements are in place to locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager, the Headteacher or another member of the senior leadership team of any ill health issues;
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels;
- The member of staff will be offered a referral to an occupational health professional for advice and support, e.g. counselling, etc;
- The member of staff will be advised that support can also be provided through their trade union;
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified; and
- If it is identified that there is a high occurrence of staff ill health or stress within the LiFE MAT the Headteacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## **Off-site visits including school-led adventure activities**

LiFE MAT and LiFE MAT Services has created an Off-Sites visits policy which should be followed by the EVC (Educational Visits Coordinator) and Visit Leaders.

- Risk assessments will be created for all off-site visits by trained and delegated visit leaders.
  - LiFE MAT requests staff to follow the Off-Site visits policy and adopt OEAP National guidance when creating risk assessments for off-site visits.  
<https://oeapng.info/>
- All residential, overseas and adventurous activity visits will be logged on the EVOLVE system. The LTS Health Safety and Wellbeing team duty officer at Leicestershire Traded Services will provide advice via the EVOLVE system.  
[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=LeicestershireCountyCouncil](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil)  
This link directs to the EVOLVE website. For login enquiries please contact 0116 305 5515.
- The Local Governing body will be provided details of all off-site visits.
  - Visit Leaders will create risk assessments for visits, the EVC will review the visit forms and risk assessments and the Headteacher will approve the visit.
- All approvals for off-site visits will be done by the Headteacher or designated and trained deputy. This information will be available with the Head's PA.

## **Risk Assessments**

Risk assessments are undertaken for tasks/activities where hazards have been identified or where there is a foreseeable risk of injury/ill health.

A system for the development and upkeep of risk assessments will be devised by each Academy in the MAT. This system will be documented and reported to the MAT Trust.

Within the LiFE MAT various persons are tasked with the development of risk assessments based on their knowledge, experience and competence (See Appendix 1). Relevant staff will develop the risk assessments prior to consultation with all staff to which they are relevant prior to sign off. Risk assessments are accessible to staff at all times electronically/hard copy via google drive.

New and expectant mothers risk assessments will be conducted in line with HSE Guidance.

Young person's risk assessments will be carried out for staff working on site falling within this age range, as applicable.

## **Smoking**

LiFE MAT and LiFE MAT Services complies with UK law on smoking in both indoor and external spaces. The LiFE MAT has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the used of substitute inhalers and all types of vaping devices including e cigarettes. The LiFE MAT has

signage on site and will ensure that persons seen smoking onsite are instructed not to do so.

### **Statutory Inspections**

LiFE MAT ensures that statutory inspections are undertaken at required intervals for all plant and equipment required. Smartlog records inspections, date of last inspection, date of next inspection and who is undertaking the inspection has been developed which is implemented by the Site Manager / Premises Officer and monitored by the health and safety committee.

### **Swimming Pool Operating Procedures**

Operating procedures to include minimum supervision standards, how to summon assistance in emergency, what to do if a problem is identified with pool water quality, supervision in changing areas, maximum numbers of swimmers, conditions of hire to outside organisations, first aid provision, training of plant operators. These procedures can be found with the Estate/Facilities Managers with a Swimming Pool. HSE HSG179 Health and Safety in Swimming Pools is reviewed and followed to ensure pool users' safety.

### **Preventing Workplace Harassment and Violence**

The LiFE MAT is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site specific lone working risk assessment, the following procedures are in place:

Staff are advised to:

- Avoid confrontation if possible;
- Withdraw from a situation or escalating situation;
- Arrange seating so that a clear escape route from the room to a place of safety is available.
- Arrange seating so that a clear escape route from the room to a place of safety is available.
- Sit near the door, or use a room with two doors;
- Contact emergency services, as appropriate; and
- Inform the Headteacher or a member of the senior management team if confrontation has taken place.

LiFE MAT and LiFE MAT Services will:

- Ensure the Headteacher or member of the senior leadership team to attend the site of an incident on being informed of an incident, if considered necessary;
- Have in place procedures for the reporting of incidents;
- Offer counselling/ support through Occupational Health;
- Debrief individuals following any incident;
- Provide training on how to manage conflict and aggression as required; and review the appropriate risk assessments following any incident.

### **Vehicles on Site**

Rules for the management of vehicles on site, restriction on vehicle movement at certain times of the day, segregation of large vehicles from pedestrian areas,



restrictions on reversing vehicles, special arrangements for deliveries and contractors can be found at local arrangements at each school using vehicles on site.

### **Water hygiene management**

The LiFE MAT and LiFE MAT Services will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8).

The LiFE MAT will:

- Employ an external person with relevant knowledge and competence to obtain initial advice on any necessary actions;
- Employ a competent external contractor to provide a suitable survey/risk assessment periodically as below;
  - Changes to the water system or its use
  - Changes to the use of the building in which the water system is installed
  - The availability of new information about risks or control measures
  - The results of checks indicating that control measures are no longer effective
  - Changes to key personnel
  - A case of legionnaires' disease/legionellosis associated with the system
  - If none of the above situations apply a new water hygiene survey/risk assessment will be conducted by a competent contractor every (2) years.
  - Address any remedial actions identified by the survey including dead leg removal or drain down in order of priority determined by the survey/risk assessment;
  - Employ a competent external contractor to undertake water sampling and routine cleaning, maintenance and disinfection of water systems and thermostatic mixing valves (TMV's) as applicable. TMV's will be serviced in accordance with the manufacturer's instructions or as advised by a competent contractor;
  - Ensure regular flushing of little used outlets is completed and recorded by a competent individual on a weekly basis; and
  - Employ a competent person to undertake monthly monitoring and recording of water systems including temperature readings.

### **Working at Height**

The LiFE MAT and LiFE MAT Services will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). LiFE MAT use a variety of access equipment for working at height tasks including ladders, step ladders and kick stools. The LiFE MAT and LiFE MAT Services ensures that:

- Working at height is avoided whenever possible;
- If it cannot be avoided, working at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe;
- Those undertaking working at height have received appropriate training and training records are maintained;
- All access equipment (ladders, step ladders, tower scaffolds etc.) is



identifiable and inspected as required;

- Any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements;
- Any defective equipment is taken out of use until repaired or is replaced;
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks, these may result in some working at height tasks being restricted; and
- Any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

### **Forest School**

LiFE MAT follows the procedures as set out in the forest school handbook.

A Forest School Risk Assessment is completed and communicated to relevant staff.

The forest school area is checked before each session.

Staff are briefed on forest school emergency procedures.

### **Ponds**

The school have developed and implemented a pond safety procedure.

The school pond is within a fenced and gated area kept locked when not in use.

A general pond safety and pond activities risk assessment completed and circulated to all staff who undertake activities in the pond area.

Emergency plan in place, so staff are aware of what to do in case of emergencies occurring when the pond is in use.

The pond area is checked on a monthly basis by the Site Manager/Premises Officer.

### **Workplace Inspections**

LiFE MAT and LiFE MAT Services recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils. A formal termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings are reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the (LiFE MAT of Academy)'s defect reporting procedure.

### **Workplace health, safety and welfare (WHSAW)**

LiFE MAT and LiFE MAT Services will provide so far as is reasonably practicable safe, suitable and sufficient premises and facilities including outdoor places. HSEs L24 references the statutory requirements under WHSAW Regulations 1992 which covers a wide range of basic health, safety and welfare issues, some of which are covered separately in this document.

Issues such as ventilation, temperature, lighting, cleanliness, room dimensions, seating, floor conditions, falls or falling objects, doors, gates and walls, windows, skylights and ventilators, traffic routes, sanitary conveniences and washing facilities will all be considered by LiFE MAT in their regular risk assessment and management processes.

## **Monitoring and Review**

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Academy Trust and the Headteacher on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the LiFE MAT will measure performance against the predetermined plans and objectives of the Trust which can be found in the Statement of Intent at the beginning of this document. Any areas where the standards are not being met will require remedial action.

The LiFE MAT will use different types of systems to measure health and safety performance.

### **Active monitoring systems**

- Spot checks and termly site inspections will be undertaken.
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed.
- Appropriate statutory inspections on premises, plant and equipment will be undertaken.
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **Reactive monitoring systems**

Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accident data, cases of ill health (work-related sickness), damage to property, etc.

### **Reporting and response systems**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken.
- Health and safety committee, Academy Trust and Senior Leadership team will all receive and consider reports on health and safety performance.

### **Investigation systems**

- Investigations will be implemented for incidents proportionate to the severity of the incident. The investigation will incorporate systems to identify both the immediate and the underlying causes of events.
- Analysing data to identify common features or trends and initiate improvements.
- Where cases of occupational ill-health are to be investigated for example - the investigation should be carried out by the line manager with the support of the Health and Safety Lead and other relevant services. The outcome of the investigation should then be reported to Senior Manager's.
- Where complaints relating to occupational health and safety are to be

recorded and investigated.

- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated.

### **Third Party Monitoring/ Inspection**

The LiFE MAT and LiFE MAT Services will be subject to third party inspection and monitoring, as part of Ofsted requirements. Actions arising from third party audit/inspection will be incorporated within the LiFE MAT action plan with appropriate target dates for completion.

### **Business Continuity**

The LiFE MAT and LiFE MAT Services will create a business continuity plan, this plan will be used during events which have the potential to cause major disruption to our services. Although such events are rare, it is important that we have in place plans to help us manage and recover from these situations as they arise.

In the event of a major emergency or disruption, coordination and implementation of the business continuity plan is the responsibility of the (CEO, COO, CFO, Senior Leadership Team / Hub Business Leader /Trust Operations Manager/Head of Trust IT/ Estates Lead/ Facilities Manager/ Health and Safety Lead/Catering Operations Manager/ Headteacher / ICT Manager/ Governors). This group of employees will form the SEMT (Senior Emergency Management Team) in the event of a major emergency or major disruption.

A copy of the LiFE MAT business continuity plan will be distributed to all members of the SEMT and they will ensure that pre-planning is carried out.

In the unlikely event of major disruption or disaster the SEMT will arrange to meet at an agreed Trust location to coordinate and implement the business continuity plan. LiFE MAT and LiFE MAT Services business continuity plan will be reviewed annually, when there is a change in staff, when there is a change in arrangements, following an incident, when there is a significant change to the premises. These reviews will be conducted by (The SEMT / School Governors / Headteacher / Senior Leadership Team / Hub Business Leader.

### **Retaining and Maintaining Documentation**

- Health and safety related documentation will be backed up/scanned in and stored within the Academies computer system for future reference.
- Health and safety related documents will be reviewed on a regular basis in line with the relevant document requirements eg annually or by any other frequency appropriate to the document or changes in circumstances.
- Health and safety related records will be retained in line with LiFE MAT's document. Retention policy and the relevant statute appropriate to the type of information being held.

### **Infection Prevention and Control (Inc. COVID-19)**

In the event of an outbreak of a communicable infection/disease the guidance contained within the Academy's infection control guidance will be followed.

The Academy will engage with PHE and The DFE should there be an outbreak of a communicable infection/disease and follow any advice given.

The Academy will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied.

### **Occupational Health**

LiFE MAT has ensured provision of occupational health services.

The Academy will follow HR guidance to determine when an occupational Health referral or health surveillance is required.

### **Automatic Gates and Doors**

Automatic Doors and Gates will be serviced, maintained and inspected in line with manufacturer's recommendations (Usually 6 Monthly).

The Academy will complete documented in house inspections of automatic doors and gates to ensure their safe operation.

Defects will be reported immediately, and a contractor will be procured to make the relevant assessment and repairs.

