

Health and Safety Policy

Introduction

As the employer of staff, the Warriner Multi Academy Trust (referred to hereafter as the WMAT) has overall responsibility for the health safety and welfare of staff, students and visitors in all its schools.

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The WMAT follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

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

Overall accountability for Health and Safety lies with the Directors of the WMAT, however the 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 Headteacher in the implementation of the Health and Safety responsibilities.

The WMAT Health and Safety Objectives – Statement of intent

The Trustees:

- 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, staff and others who may be affected by its activities
- Expects all staff 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 staff 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 WMAT school is aware of this policy outlining responsibilities for the management of Health and Safety and that this is communicated to all staff
- Will ensure that control measures have been implemented in all WMAT 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 Trust's Central Services Committee

The WMAT Resources and Audit Committee has approved this Health and Safety Policy for implementation in all of the Trust's schools in its meeting on the 11th March 2021

Review due: April 2023

Appendix 1 – Health and Safety Policy
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

The individual responsible can be changed according to the structure of the school but Headteachers 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 environment for staff, students and visitors.

Objectives

- To raise awareness amongst staff, students and other site users of health and safety issues
- To encourage good practice
- To take all reasonable precautions to protect individuals 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 Facilities/Health and Safety Manager

- Regularly checking HSE website. Changes and updates to be reported via email to Headteachers, 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 Headteachers and the WMAT Resources and Audit Committee.
- Ensure that required actions are completed within the timescales given in the audit report.
- Collate accident reporting from all WMAT schools and send report 3 times a year to SBD for distribution to the Resources and Audit 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 staff on the completion of risk assessments
- Annually undertake H&S training needs analysis for the WMAT schools
- Ensure that the schools follow WMAT procedures when:
 - Selecting a contractor for work on site
 - Liaising with contractors over health and safety matters
 - Monitoring health and safety issues on-site regarding contractors
- Ensure all maintenance employees are trained and competent to undertake their tasks safely

2. WMAT Site Team

- Prioritise and process maintenance request via the Every Reporting System
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person
- Complete agreed daily/weekly/termly checks of school sites and take appropriate remedial action
- Carry out weekly fire tests, check fire extinguishers and record results in the Health & Safety Checks folder
- Carry out monthly water temperatures tests and maintain the Water Testing/Legionella 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 Trustees Resources and Audit Committee (establish)

- Establish and review WMAT Health and Safety policy at least every 2 years or when regulations change
- Review accident reporting data 3 times a year (within Central services provision report)
- Review yearly H&S audits and provide direction to school to implement findings

Individual Schools

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 Headteacher
 - 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 and ensuring:

- The allocation of sufficient resources to meet health and safety priorities
- Attendance on appropriate health and training safety courses
- Good communication by including health and safety issues in staff briefings, bulletins and meetings
- Recommendations from H&S audits are implemented
- Oversight of the completion of arrangements and risk assessments for all on/off site activities
- Risk assessments are reviewed annually to ensure no factors have changed and signed off
- Health & safety is a criteria in performance management/appraisal schemes
- Health & Safety reporting to the WMAT is completed as per the Accident Reporting Protocol in Appendix 3
- The WMAT policy for the management of critical incidents is implemented
- That any responsibilities in this policy delegated to a leadership post or office manager are carried out in accordance with this policy, or completed by themselves

3. Deputy Head/Leadership Post

- Include health and safety in induction for all new staff
- Monitor school/departmental documentation, risk assessments, practices and procedures
- Encourage and support staff in completing risk assessments for pupils who are giving cause for concern
- Support staff 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 emergency procedures
- Hazard reporting and maintenance documentation is actioned
- Accident and Physical and Verbal Abuse reports are 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 and qualified first aid cover is available for on/off site activities
- 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**
- The planned programmed maintenance of equipment is organised
- All equipment and resources are purchased and maintained to DfE prescribed standards
- All staff and contractors are fully briefed on health and safety site issues

5. All Staff

Are required to:

- Comply with health and safety requirements
- Report all defects via the Every Reporting System
- Complete and action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for their health, safety and welfare
- Not undertake unsafe acts
- Inform the Headteacher and the WMAT Facilities/Health and safety Manager of Near Misses
- 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 students
- Alert the Headteacher to issues of security and lone working

6. Visitors and Contractors

Are required to:

- Sign in at Reception/office on arrival
- Read the resume of the health and safety procedures on arrival at the school
- Read and sign the asbestos register where asbestos is present on site. Contractors will be informed of hazards peculiar to the site on arrival
- Wear a clearly visible visitor badge 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

	Governors	Head Teachers	Deputy Head/SLT	Office Manager	All staff	Visitors and Contractors
Bishop Carpenter	Cannot be changed	Cannot be changed	Nikki Stevenson	Anne Davies	Cannot be changed	Cannot be changed
Bishop Loveday	Cannot be changed	Cannot be changed	Jane Ridley	Catherine Burch-Harwood	Cannot be changed	Cannot be changed
Hornton	Cannot be changed	Cannot be changed	Karen Locke	Karen Locke	Cannot be changed	Cannot be changed
Farthinghoe	Cannot be changed	Cannot be changed	Wendy Whitehouse	Katie Thompson	Cannot be changed	Cannot be changed
Finmere	Cannot be changed	Cannot be changed	Caroline Tucker	Caroline Tucker	Cannot be changed	Cannot be changed
Sibford Gower	Cannot be changed	Cannot be changed	Rachel Blake	Charlotte Cavaghan	Cannot be changed	Cannot be changed
The Warriner	Cannot be changed	Cannot be changed	Nichola Gardner	Nichola Gardner	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 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, e.g. from work involving strong acids or alkalis and domestic bleach
- Hand-arm vibration syndrome
- Occupational asthma, e.g. 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/Others Not at Work

Injuries to students and visitors who are involved in an accident at school, or on an organised 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
- Many common injuries to students in school are not reportable under RIDDOR, because they do not directly result from the way the school undertakes an activity. In these cases reporting should only be considered 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

Examples:

- If a student 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
- If a student is taken to hospital from school following a fall over a trailing cable, the incident would be reportable
- If a student is taken to hospital because of a medical condition (e.g. asthma attack or epileptic seizure) this would not be reportable

Accidents in the Playground

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

Incidents on Work Experience Placements

Where students are on a training scheme or work placement, they are deemed to be employees for the period of that placement. The employer, as the responsible person, must report the student's death, injury or illness due to a notifiable disease which is directly connected with their work. This means the wider range of reporting categories for employees is applicable.

List of Notifiable Diseases – List checked 01 March 2021

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
- Covid-19
- 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'.

Risk Assessment Form

What are the hazards?	Who might be harmed and how?	What are you already doing?	Any further risk controls?	Action by whom?	Action by when?

Completed by:		Job Role:		Signed:		Date:	
Authorised by:	Nichola Gardner	Job Role:	Strategic Business Director	Signed		Date:	
Review Due:							

Accident Procedure

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