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Policy for

**Health and Safety**

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Prepared by:	Adopted by Board of Directors	Signed	Renewal Date (3 year cycle)
		----- Chair of Board of Directors	

## **1. HEALTH AND SAFETY POLICY STATEMENT**

- 1.1 The MAT recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the health and safety of pupils, visitors and others who might be affected by its operations.
- 1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which each Academy operates. Thus, Health and Safety will be included in the each Academy's review and planning process as an issue essential to the development and maintenance of the each Academy's management systems.
- 1.3 The purpose of the Policy is to:
  - provide the necessary authority and support for staff as they make their respective contributions to health and safety,
  - set out duties and responsibilities,
  - recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met,
  - emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.4 The MAT is committed to securing the health, safety and well-being of employees, pupils and others affected by each Academy's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.
- 1.5 All employees, regardless of seniority, have a duty to take care of themselves and others who might be affected by their acts or omissions. Staff should use equipment and working methods approved by the MAT. Special care should be taken with the health and safety issues of any new venture.

## **2. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

- 2.1 The Principal of each academy has overall responsibility for the implementation of this Policy. To facilitate this, the Principal has accounting officer to be the Health and Safety Co-ordinator and the nominated Governor to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Local Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

### **Risk Assessment**

- 2.2 The underlying process which secures this Policy is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Principal / Principal and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

### **Consultation**

- 2.3 Employees with concerns should normally raise them with the Principal / Principal or the Health and Safety Co-ordinator. However, each LGB welcomes the support of trade unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Principal / Principal or Health and Safety Co-ordinator, who will seek advice from the Departmental Health and Safety Adviser on any concerns of employees which cannot be resolved locally.

### **Contractors and MAT Partnerships**

- 2.4 Contractors carrying out work for the MAT will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the each Academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Principal to ensure that the individual Academy's Governing Body and any users are sufficiently and suitably informed and consulted on issues relevant to risk control.

- 2.5 MAT linked partners and hirers will exchange health and safety policies and procedures with the individual Academy and ensure that the health and safety of all staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the individual Academy. In particular, partners will be required to provide MAT staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with the MAT activities.
- 2.6 All contractors will be required to complete and sign the British Values declaration sheet.

### **Inspection and Monitoring**

- 2.6 The Principal Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole Academy Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body via the Leadership and Management committee.

### **Accident / Incident Reporting**

- 2.7 Every injury should be reported on the relevant form located in the office of each academy. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the Trust Accident Form must be completed by the relevant member of staff, signed by the Principal of the Academy and sent to the Health and Safety Team. Where deemed necessary the information should be entered on to the PRIME system. Appropriate recordings of accidents and incidents are entered onto the PRIME system by the responsible person for inputting data onto the electronic accident reporting system.

### **Training and Information**

- 2.8 Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the Principal. The Departmental Health and Safety Manual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

### **Curriculum**

- 2.9 Health and safety in the curriculum is regularly reviewed with staff using MAT standardised forms . attached in appendix 1. This has been agreed by our annual Health & Safety inspection. Curriculum risk assessments are kept with these documents.

## **EYFS**

Each academy has its own Health and Safety policies and procedures relating to EYFS.

## **Fire safety expected practices**

Academies will follow the ~~A~~spire fire record sheet (see appendix 2) and each academy will appoint ~~S~~tockport Fire Limited to carry out an independent fire risk assessment of the building and grounds.

## **Critical incident procedure**

Each academy will carry out / review ~~c~~ritical incidents procedures and submit the relevant paperwork to the MAT health and safety officer in the autumn term (see appendix 3)

## **List of statutory compliance risk assessments and cyclical maintenance**

### **Expectation of what each academy is responsible for purchasing relating to H&S**

Legionella RA,  
Asbestos RA,  
Tree RA,  
Insurance