

Health and Safety Policy 2020

The Midland Academies Trust

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Group Health and Safety Manager



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Health and Safety Policy 2020

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Health and Safety Policy Statement of Intent

- 1.1 The Midland Academies Trust (The Trust) recognises that people are a key resource within the organisation and therefore fully accepts its responsibilities as an employer with regard to the Health, Safety and Well-being of its Employees and Students within its care, visitors to the premises and others who could be affected by its actions.
- 1.2 The Trust recognises that the effective management of Safety and Health plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.
- 1.3 The Trust is committed to ensuring that all the academies within the Trust meet all of the requirements set out in this Policy. The Trust and its Academies will demonstrate their commitment to Health, Safety, Welfare and Wellbeing by recognising that effective Health and Safety management is equally as important as other Trust objectives.
- 1.4 Through this Policy Statement of Intent and the implementation of Academy Health and Safety arrangements, Academies will ensure that they are meeting the Policy aims, objectives and requirements. Academies will actively strive for continual Health and Safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners.
- 1.5 Academies will achieve this by:
 - i. Considering Health and Safety within their planning activities;
 - ii. Establishing a pro-active and positive Health and Safety culture;
 - iii. Encouraging ownership and responsibility at all levels;
 - iv. Ensuring that Health and Safety related arrangements are complied with by having Academy specific procedures, documents, safe systems of work and arrangements that ensure the implementation of Health and Safety;
 - v. Assessing and eliminating, reducing or managing the risks that arise out of activities, processes and operations through the risk assessment process;
 - vi. Monitoring Academy Health and Safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement;
 - vii. Ensuring that all Trust employees are made aware of this Policy Statement of Intent and relevant Academy arrangements;
 - viii. Ensuring this Policy is communicated in connection with related policies and documents such as Managing Workplace Stress and other related Health and Safety documents.
- 1.6 This policy applies to all of the Trust's Academy activities whether engaged on or off the Academy sites.
- 1.7 This Policy Statement of Intent will be kept under review and any amendments made to it will be brought to the notice of all relevant parties.

Signed:

Name: Marion Plant OBE FCGI

Position: Principal and Chief Executive

Date: March 2020

Organisation and Responsibilities for Health and Safety

2.0 Roles and Responsibilities

- 2.1 The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific Health and Safety duties and responsibilities.
- 2.2 Successful Health and Safety Management depends on a systematic approach throughout the Trust and its academies so that Health and Safety becomes fully integrated with all other aspects of management.
- 2.3 A proactive Health and Safety culture will require strategic leadership from the Board of Directors, the Trust Executive Team, Local Governing Bodies and Principals, with support from all Staff.
- 2.4 The Trust requires that each member of Staff, its Students, Volunteers and Visitors to the Academy exercise their individual responsibility under Health and Safety legislation, to ensure their acts or omissions do not affect themselves or others and to co-operate fully with the Academy and its management of Health and Safety issues.
- 2.5 This Policy assigns roles and responsibilities to the Trust post holders as specified in section 2.6 below.

2.6 Roles and Responsibilities

- 2.6.1 The Board of Directors has overall responsibility throughout the Trust for implementing and achieving the objectives of the Health and Safety Policy. Health and Safety matters will be considered within the Board's decision making process (as set out within the Trust's Scheme of Delegation) and any statutory provisions set out in legislation.

2.6.2 The Trust's Board of Directors:

- i. Ensure that each Academy has appropriate Health and Safety management systems, processes and practices, which are relevant to each Academy and appropriately consistent across all of the academies within the Trust and reviewed and monitored on a regular basis.
- ii. Delegate to Academy Principals the day-to-day managing, monitoring, reviewing and auditing of Health and Safety practices and procedures.
- iii. Assign responsibility to the Principal to respond to any legal notice received by the Health and Safety Executive (HSE) or other enforcing body, following reporting the receipt of any legal notice to the Trust's Chief Executive Officer.
- iv. Ensure that adequate resources including training are made available to implement successful Health and Safety Management and to conform to all relevant Health and Safety legislation. Therefore, Health and Safety matters will be considered and accounted for when making relevant decisions.
- v. Develop a training strategy that ensures that all staff and volunteers receive information about the Academy's Health and Safety policy and procedures on induction and that appropriate Health and Safety training, which is regularly updated in line with any statutory operational requirements is provided to all relevant people.
- vi. Link Governor is set out in the Link Governor Scheme Guidance Document.
- vii. Seek Health and Safety advice from relevant advisors as necessary and receive guidance updates and ensure that the advice is acted upon as far as is reasonably practicable.
- viii. Remedy without delay and deficiencies or weaknesses regarding Health and Safety arrangements.
- ix. The Board receives an annual report on each Academy's Health and Safety performance and sets targets for achievement for the next year.

2.6.3 The Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust:

- i. Provide day to day guidance and advice in relation to compliance with group wide contract management and planned preventive maintenance (PPM) management and delivery to ensure adherence with health and safety legislation.

- ii. Carry out reviews to ensure that contractors are working safely and in line with contracted requirements.
- iii. Ensure the Estates team members have access to the Estate Management and the Trusts Health and Safety Policies and that they understand and comply with them. Recognising its role in encouraging the active participation of all employees in improving health and safety.
- iv. Ensure the implementation of appropriate health and safety management systems within the estates service.
- v. Responsible for managing the maintenance and repair of a building, in order to comply with the statutory health and safety responsibilities including in particular the statutory duties associated with the Construction (Design and Management) Regulations 2015 and the management of Asbestos under the Control of Asbestos Regulations 2012.

*Responsibility for the Estate Strategy sits with the Group Estates Director with responsibility for the management of legal queries, redevelopment projects and land ownership queries.

Escalation Process:

Group Estate Manager - For compliance or group contract management queries e.g. cleaning

Estates Project Manager - For project queries or request for funding/scoping of projects (Inc. surveys)

2.6.4 Group Health and Safety Manager for the Midland Academies Trust:

Subject to the terms under the Trust's agreement, the Group Health and Safety Manager shall:

- i. Develop an internal, practical and structured Health and Safety auditing and reporting process to support The Trust with ensuring effective monitoring and to support with ongoing compliance with Health and Safety legislation at each Academy.
- ii. Conduct an annual on-site Health and Safety and Good Practice compliance audit at each Academy site and provide the Trust's Board of Directors with an annual report detailing a percentage scoring of the current compliance level with Health and Safety Legislation and an overall Academy risk rating with any recommendations, this will be set against the Local Governing Body targets.
- iii. Provide, when requested, practical advice on complex matters related to Health and Safety at Work to the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust, Academy Business Managers and Academy Principals in-line with legislation and best practice.
- iv. Develop and communicate, a standard compliant Health and Safety Policy Statement of Intent, Template Organisation Arrangements and Policies for use by the Midland Academies Trust and conduct a period review to ensure compliance with current Health and Safety legislation.
- v. Provide the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust, Academy Business Managers and Academy Principals with Health and Safety legislation information and updates relevant to the Academies activities in-line with current Health and Safety legislation.
- vi. Chair Trust Health & Safety Committee meetings and advise the members of the Health and Safety committee on changes to appropriate legislation and giving information on inspection/audit reports etc.

Under the direction of the Board of Directors and the Local Governing Body, the Principal will:

- i. Be the responsible person for Health and Safety within each Academy, providing clear leadership and setting a personal example.
- ii. Be responsible for applying Health and Safety legislation and making decisions that conform to legislation and other recognised Health and Safety standards and good practice.
- iii. Ensure that the Health and Safety Policy and Academy procedures are implemented and applied effectively within the Academy.
- iv. Be accountable for preserving, developing, promoting and maintaining the Academy's Health and Safety management system.

- v. Promote adequate and proper consideration of Health and Safety through the process of delegation to the Academy Business Manager (who acts in a Health and Safety co-ordinator role) and Senior Managers.
- vi. Work proactively to promote a positive safety culture and ensure that adequate Health and Safety communication channels exist within the Academy.
- vii. Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis.
- viii. Ensure that staff and volunteers understand and accept their individual responsibilities regarding Health and Safety and are adequately trained to carry out their responsibilities. This should include ensuring that all staff (including supply, part-time, temporary and volunteers) receive as a basic minimum induction training on their first day.
- ix. Through the support of the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust shall ensure that satisfactory Health and Safety standards are maintained through effective management and risk assessment processes.
- x. Ensure that informal inspections of the workplace are carried out to proactively identify good and poor Health and Safety performance and to demonstrate visible management commitment to Health and Safety.
- xi. Ensure that a formalised workplace inspection, reporting and recording regime is in place to identify hazards and to take appropriate action.
- xii. Ensure that appropriate emergency procedures, e.g. fire drills, fire alarm testing etc, are carried out and that results are recorded and where appropriate acted upon.
- xiii. Ensure procedures are effectively implemented for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales.
- xiv. Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement.
- xv. Ensure that contractors receive an induction to the premises/area they are working, including emergency evacuation. This will include providing the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities.
- xvi. Ensure that all risks presented by the contractor's work have been assessed and appropriate controls put into place.
- xvii. Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate staff concerning:
 - Current work activities
 - Planning new activities, methods of work etc.
 - Design/acquisition of new buildings, plant and equipment
 - Letting of premises to external organisations including out of Academy hours
- xviii. In conjunction with the Trust's Senior Leadership Team/ Health and Safety representatives, monitor and review the Health and Safety targets and priorities in line with the overall Trust objectives and ensure the provision of adequate resources to achieve compliance.
- xix. Ensure that Health and Safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis in conjunction with the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust.
- xx. Ensure that the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust are informed of any planned works which may affect the Trusts estate, (fixings, drilling, cutting or connecting), arrangements must be made with the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust to ensure the appropriate level of induction for the Contractor prior to commencing work.
- xxi. Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises.
- xxii. Ensure that the Governing Body is informed of any breach of Health and Safety statutory requirements; and immediately when there is a Health and Safety Executive (HSE) involvement.

- xxiii. Consult and seek advice where necessary.

2.6.5 Academy Business Managers will:

- i. Take on the role of Academy based Health and Safety Co-ordinator to support the Principal in the implementation of the Health and Safety Policy and its associated systems and processes. The Principal may determine that some of the responsibilities assigned to the Academy Business Manager and listed below may be delegated to other relevant post holders where appropriate within their own Academy e.g. Site Warden.
- ii. Support the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust and the Group Health and Safety Manager for the Midland Academies Trust in developing appropriate systems and procedures relevant to the specific needs of the Academy.
- iii. Co-ordinate the planning and recording of staff training in relation to Health and Safety across the Academy.
- iv. Ensure that a high standard of housekeeping throughout the Academy is maintained.
- v. Co-ordinate the Academy workplace inspections, testing, safety audits and performance monitoring processes.
- vi. Conduct generic risk assessments for areas of the Academy not addressed by specific activity or departmental risk assessments.
- vii. Co-ordinate the Academy's fire and emergency procedures.
- viii. Make provision for the inspection and maintenance of Academy premises, plant, equipment and vehicles.
- ix. Working with the relevant staff, co-ordinate and collate the monitoring and recording of Health and Safety issues across the Academy.
- x. Advise the Principal / the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust of situations or activities which are potentially hazardous to the Health and Safety of staff, students and visitors.
- xi. Where appropriate deal effectively with Health and Safety problems as they arise, or seek advice from the Principal / the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust for more complex issues
- xii. Work closely with departmental leads to monitor them in fulfilling their department specific Health and Safety responsibilities.
- xiii. Ensure that all site management activity including services provided by on-site contractors is carried out in accordance with the Health and Safety Policy.
- xiv. Ensure that external organisations letting the premises out of Academy hours comply with the Health and Safety Policy.
- xv. Support the Principal / the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust in the monitoring and reporting of Health and Safety issues as required by statutory bodies and the LGB/Board.
- xvi. Support the Principal in the preparation of an annual report on the Health and Safety performance of their department or area of responsibility

2.6.6 Senior Management Team, Vice Principals, Assistant Heads, Departmental Lead Responsibilities:

Senior Management Team, Vice Principals, Assistant Heads, Departmental Leads will:

Be responsible to the Principal for managing Health and Safety in their department or area of work, through the implementation of the Health and Safety Policy, procedures and arrangements. Departmental procedures will specify the procedures to be followed by managers specific to the varying needs of each department and to ensure legal compliance and best practice. For their own area of responsibility managers will:

- i. Comply with the Health and Safety Policy and relevant departmental specific procedures.
- ii. Set up and maintain safe, healthy working conditions.
- iii. Ensure that risk assessments are undertaken in accordance with the Health and Safety Policy, for work activities and operations for which they are responsible and that appropriate reports / records are maintained.
- iv. Eliminate risks or reduce risks to the lowest possible level by managing the risk effectively.
- v. Ensure that all staff and volunteers are familiar with the department's specific Health and Safety Procedures, relevant risk assessment findings, control measures, safe systems of work, and local arrangements and accept their responsibilities for Health and Safety.

- vi. Ensure that students receive sufficient information, instruction, training and supervision to enable them to avoid hazards and contribute to their own Health and Safety.
- vii. Routinely and regularly undertake safety tours of the premises and activities in their respective control and audit and monitor safe working practices and procedures.
- viii. Resolve health, safety and welfare problems reported by members of staff or report to the Principal any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- ix. Ensure that relevant procedures and training programmes and records are set up and maintained for all departmental staff and volunteers and provide all new starters with a departmental specific Health and Safety induction.
- x. When designing, buying and using new plant and equipment for the department ensure that health, safety, environmental and wellbeing is considered as part of the risk assessment process.
- xi. Ensure that new, reviewed or changed processes and services within the department are assessed for risks before they are put into practice.
- xii. Ensure that accidents, incidents and near misses within the department are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence.
- xiii. Ensure that contractors and other people's activities working within the department (for example, tenants and visitors) are monitored.
- xiv. Ensure that all staff and volunteers working within the department are able to carry out their Health and Safety responsibilities, and encourage them to work with managers to promote an attitude of safe working practises across the Academy.
- xv. Ensure that a formalised departmental workplace inspections regime is implemented to identify hazards and to take appropriate action.
- xvi. Ensure that contractors receive an induction to the premise / area and are made aware of all control systems applicable in which they are working. This will include providing the contractors with information / awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;
- xvii. Work closely with the Academy Business Manager to ensure that all departmental Health and Safety records are collated in a central base as organised by the Academy Business Manager.
- xviii. Support the Principal in the preparation of an annual report on the Health and Safety performance of their department or area of responsibility.

2.6.7 Class Teacher Responsibilities

Class Teachers are expected to:

- i. Integrate all relevant aspects of Health and Safety into the teaching process, exercising effective supervision of their students and providing sufficient information to enable them to keep themselves safe and others whom may be affected by their activities.
- ii. Understand the procedures and co-operate with the arrangements for fire, first aid and other emergencies.
- iii. Follow Health and Safety measures adopted in their own teaching areas as laid down in the Health and Safety Policy and in accordance with any specific departmental procedures.
- iv. Report to their Departmental Head any shortcomings in Health and Safety arrangements relevant to their area of work.
- v. Follow safe working practices and be aware of all risk assessments appropriate control measures relevant to their area of work and teaching.
- vi. Require the use of protective clothing and guards where necessary.
- vii. Make recommendations to the Departmental Head on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- viii. Avoid introducing personal items of equipment (electrical or mechanical) into the Academy without prior permission.
- ix. Report all accidents, defects and dangerous occurrences to the departmental head and record the incident in line with the laid down procedures.

2.6.8 Employees Responsibilities

Definition of Employee: all Academy employees, volunteers, agency workers and contract workers, for the purpose of this Policy and Academy Health and Safety arrangements.

- i. All employees, including those with managerial responsibilities, have Health and Safety responsibility as outlined by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. All employees have a responsibility to:
- ii. Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions, activities or omissions.
- iii. Co-operate with their manager or other person in respect of their Health and Safety duties and follow all instructions (written and verbal) to protect their own and other people's Health and Safety.
- iv. Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to Health and Safety.
- v. Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as trained/advised. Report any defects, loss or damage to their Manager.
- vi. Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties/tuition.
- vii. Behave appropriately at all times in the workplace and not get involved in any inappropriate behaviour.
- viii. Avoid taking short cuts or changing work activities, which could create unnecessary risks to their Health and Safety. Use all safety equipment and/or personal protective equipment that is provided as per instruction.
- ix. Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/plant/equipment/ premises/appliances/practices, and concerns about health, safety or wellbeing to their Manager, even if an injury was not sustained.
- x. Make themselves familiar with the Health and Safety policy, procedures, risk assessments or any other Health and Safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- xi. Be appropriately dressed for their working environment and activity.
- xii. Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- xiii. Shall not, intentionally or recklessly, interfere with or misuse anything provided by the Academy in the interests of Health and Safety
- xiv. Shall maintain tools and equipment in good condition, reporting any defects to their line Manager or Department Head
- xv. Undertake as required, all Health and Safety training which is deemed necessary to ensure the Health and Safety of themselves and anyone else affected by their actions while at the Academy
- xvi. Shall at all times make full use of appropriate protective clothing and appropriate safety equipment and devices provided
- xvii. Take part in health surveillance programmes, as required.
- xviii. Set a good personal example in respect of Health and Safety.
- xix. Make suggestions to improve Health and Safety.

2.6.9 Student Responsibilities

Students are required to:

- i. Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their activities, acts or omissions
- ii. Cooperate and comply with the Academy regarding all Health and Safety arrangements (for example by attending any briefings or participating in any other safety related matters when requested to do
- iii. Shall make themselves familiar and co-operate with health, safety and security arrangements and procedures including the procedures they should follow during an emergency situation

- iv. Undertake as required, all Health and Safety training which is deemed necessary to ensure the Health and Safety of themselves and anyone else affected by their actions while at the Academy
- v. Observe and co-operate all Health and Safety rules of the Academy and in particular any instructions (verbally or written) given by staff
- vi. Behave in a responsible and safe manner at all times, and to take reasonable steps to encourage others to do so – including visitors, contractors and others
- vii. Shall report to Staff any occupational ill-health issues/accidents/incidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices; and shall report systems of work or conditions which they consider may create risks to their own Health and Safety or damage to equipment and premises
- viii. Shall not, intentionally or recklessly, interfere with or misuse anything provided by the Academy in the interests of Health and Safety
- ix. Shall ensure the correct and appropriate use of protective clothing and appropriate safety equipment and devices provided
- x. Behave in an orderly manner at all times and follow the Academy's dress code

2.6.10 Visitors

- i. Comply with all Academy policies, procedures and codes of practice
- ii. Take all reasonable care for the Health and Safety of themselves and all other persons who may be affected by their acts, activities or omissions
- iii. Co-operate with Academy staff in order that any statutory requirements, regulations, orders, Academy requirements etc. may be fully carried out
- iv. Comply with all safety related information, instruction and training issued by the Academy and in particular any instructions given by staff in the event of an emergency
- v. Shall not, intentionally or recklessly, interfere with or misuse anything provided by the Academy in the interests of Health and Safety
- vi. Shall report any occupational ill-health issues/accidents/incidents or any defects or dangerous occurrences, whether or not injury is sustained, and any unsafe practices which they consider may create risks to their own Health and Safety or damage to equipment and premises

2.6.11 Volunteers (Including Temporary Staff and Agency Workers)

All volunteers (Including Temporary Staff and Agency Workers) shall receive an Academy induction briefing suitable for their role and will be provided with sufficient information, instruction and Training as appropriate, to ensure their Health and Safety, so far as reasonably practicable.

- i. All Volunteers have a duty to keep themselves safe and anyone else that may be affected by their actions including employees, visitors, members of the public, contractors and other volunteers.
- ii. Shall make themselves familiar and co-operate with the emergency arrangements whilst on site including evacuation and first aid procedures
- iii. Observe and comply with all statutory Safety Rules and Regulations, Industry Guidance, Safe Working Procedures/Safe Systems of Work as set by the Academy and those that are applicable to their job role.
- iv. Shall wear, use and maintain all personal protective equipment and safety devices that are provided by the management/The Academy for their protection.
- v. Only use machinery, equipment, dangerous substance, transport equipment or safety device provided to them by the Academy in accordance with any information, training and instructions provided by the Academy.
- vi. Shall report to the Business Manager and/or Principle any work situation that represents a serious and immediate danger to Health and Safety or which represents a shortcoming in The Academy's protection arrangements for Health and Safety.
- vii. Fully cooperate with Management when pursuing their responsibilities under the HSWA or any other relevant statutory provision. If the employee feels that suitable management action has not been taken on a certain issue they should report this to the Health & Safety Manager for further investigation.

- viii. Report any accidents, incidents, near miss situations and undesirable circumstance to the Business Manager and/or Principal. This includes participating in any subsequent investigation where required.

2.6.12 First Aiders and Appointed Persons

All designated First Aiders will complete the First Aid at Work (FAW) training and hold a current FAW certificate. Initially this is usually a three day training course which is refreshed usually every three years.

Appointed persons will not be called upon to administer First Aid if they have not received the relevant training however, the appointed person will be able to replace a First Aider when the First Aider is absent in temporary or unforeseen circumstances however, not if the First Aiders is on annual leave.

An appointed person is someone appointed to:

- Take charge when someone is injured or falls ill (this includes calling the emergency services if required)
- Look after the first aid equipment including keeping the First Aid box replenished and ensuring provisions such as bandages are up to date
- Keep records of treatment given, ensuring that the accident book is completed and records are maintained.

2.6.13 Fire Marshals

The main duties and responsibilities of the fire marshal depend on the Fire Risk Assessment but generally include;

- Identification and reporting of fire hazards in the workplace
- Ensuring that emergency escape routes are kept clear and exits are unlocked, free from obstruction and available for use at all times
- In the event of an emergency, checking that their designated area or zone is cleared (including toilets and storage areas) and that everyone is accounted for and provide information to the Evacuation Co-ordinator in relation to any persons that are left in the building, e.g. disabled persons in a refuge areas (Stair Well).
- If necessary, contacting the emergency fire and rescue services and liaising with the fire and rescue services on their arrival
- Take a roll call in the event of an evacuation (if appropriate)
- Assist with any subsequent investigations
- Confirm that the building is safe before anyone is allowed to re-enter

Fire Marshals are appointed and shall receive appropriate training. All fire marshals will be supplied with, and wear at such times as is required, a high visibility vest to indicate their role of authority.

2.6.14 Contractors and Sub-Contractors

The Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust shall set up a system for controlling the activities of contractors while they are on site, including rules for behaviour and safe working, and shall, with the assistance of the Group Health and Safety Manager and the Business Manager engaging the contractor, ensure compliance with the system and rules made within it.

The Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust will ensure that contractors are approved only if they have been certified as conforming, as a minimum, to legal and the Midland Academies Trust requirements for Health and Safety.

- Plan, manage and monitor their own work and performance to make sure that workers under their control including subcontractors are safe and provide the works in accordance with the contract
- Ensure that any sub-contractor appointed is authorised prior to commencing work by the Group Estate Manager, MAT Estate Project Manager, Group Estates Director for the Midland Academies Trust and is competent to complete the work to which they are appointed and have received sufficient information, instruction and training and provide the Academy with the name, qualifications and contact details of any sub-contractor appointed

- Identify the hazards/aspects associated with the works, assess the risks/impacts arising from these hazards/aspects and advise how those risks/impacts are to be controlled in order to keep themselves safe and anyone else that may be affected by their actions including Academy employees, visitors, members of the public.
- Provide the Academy with evidence of the competence and training for all managers, supervisors, tradesmen and operatives under their control on the Academies site.
- Shall make themselves familiar and co-operate with the emergency arrangements whilst on site including evacuation and first aid procedures
- Observe and comply with all statutory Safety Rules and Regulations, Industry Guidance, Safe Working Procedures/Safe Systems of Work as set by the Academy and those that are applicable to their contract
- All plant/equipment including Scaffolding (whether owned or hired) is to be thoroughly inspected as appropriate before being put to work on the Academy site and the relevant certification available
- Dispose of all waste materials appropriately and in accordance with Duty of Care and Waste Regulations
- Shall report to the Group Estate Manager, MAT Estate Project Manager, and Group Estates Director for the Midland Academies Trust and any work situation that represents a serious and immediate danger to Health and Safety or which represents a shortcoming in the Academies protection arrangements for Health and Safety.
- Cooperate fully with the Academy pursuing their responsibilities under the HSWA or any other relevant statutory provision. If the employee feels that suitable management action has not been taken on a certain issue, they should report this to the Group Estate Manager, MAT Estate Project Manager, and Group Estates Director for the Midland Academies Trust for further investigation.
- Report any accidents, incidents, near miss situations and undesirable circumstance to the Business Manager, Principal, The Group Estate Manager or Group Estates Director for the Midland Academies Trust for the Midland Academies Trust. This includes participating in any subsequent investigation where required by The Academy or The Trust.

If the contractor fails to comply with Health and Safety legislation and Health and Safety performance is not brought up to requirements, the Academy or the Trust reserve the right to stop the contractor working on the works until requirements can be met. Specific Health and Safety responsibilities will be detailed in the Contract.

(Name of Academy) Responsibilities for Health and Safety

The overall responsibility for Health and Safety in the [Name of Academy] belongs to:

Name	Insert name: This should be the most senior person in the Academy i.e. Principal/Head Teacher
Position	Insert position

It is the responsibility of the above persons to ensure that sufficient resources are available to ensure that the arrangements within this Health and Safety Policy are implemented, monitored and are operating effectively.

Named Responsibilities

The following persons have been named as having responsibilities to assist in the delivery of this Health and Safety Policy:

Name	[Named person/role]
Position	[Named person/role]
Area of Responsibility	Insert the area of responsibility: e.g. maintaining a ladder log, inspecting for slip and trip hazards etc.

Name	[Named person/role]
Position	[Named person/role]
Area of Responsibility	Insert the area of responsibility: e.g. maintaining a ladder log, inspecting for slip and trip hazards etc.

Name	[Named person/role]
Position	[Named person/role]
Area of Responsibility	Insert the area of responsibility: e.g. maintaining a ladder log, inspecting for slip and trip hazards etc.

[Please add as appropriate]

It is the responsibility of the above person/people to ensure that their named duties are carried out diligently in support of this Health and Safety Policy.

Policy and Risk Assessment

The following named persons will conduct proactive Risk Assessments to identify foreseeable hazards that could affect employees, students, visitors, and so far, as is reasonably practicable, eliminate or reduce the risks.

Name	Position	Area of Academy Responsible For
[Named Person]	[Role]	[Department or Area]

This Policy and Risk Assessments should be reviewed at least annually or following circumstances that indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

This is to ensure it is kept up to date and any updated / new / withdrawn regulations, legislation or guidance is implemented through this policy into the working structure of the Academy.

On an annual basis The MAT Board (through recommendations from the LGBs) will set Health and Safety performance related targets and objectives for each Academy.

Training

Induction training will be provided for all new starters, further training will be provided that relate to competence and activities. Training may be delivered in any of the following formats:

- Toolbox talks
- Individually from the supervisor
- Instructor led training
- E-Learning

The training process is the responsibility of [named person / role] who will be responsible for keeping training records and the prompting of refresher training. The Academy has identified the following activities as requiring training:

Activity	Training Description	Delivery Mechanism
Emergency Evacuation	Fire Marshal Training	Classroom / E-Learning
First Aid	First Aid at Work	3 Day or 1 day FAW Course as Appropriate
General Safety	Safety Induction Course	Site Tour
Lifting and Carrying	Manual Handling Training	Classroom Based

Information, Communications and Consultation

If at least one person is employed either the health and safety law poster (What You Need to Know) should be displayed or each member of staff should be provided with a copy of the equivalent pocket card.

Health and safety information and support is available from [named person/role] and The Midland Academies Trust [named person/role].

Accidents, First Aid and Emergencies

All accidents and near misses will be reported to [named person / role], [contact details] who will be responsible for the keeping of records and also reporting accidents, diseases and dangerous occurrences to the enforcing authorities. When required by a risk assessment, health surveillance will be provided for employees and students as part of the risk management process. Health surveillance records will be kept by [named person / role].

The following action is to be taken in the event of the following emergencies:

Emergency	Action
Fire Alarm	Evacuate the building by the stairs (do not use lifts) and assemble at the following point/s [describe assembly point/s]

First Aid provision has been made by available and the following first aiders may be contacted if first aid is required:

First Aider	Location	Contact details

The first Aid treatment room is located [Location of first aid treatment room]

Plant and Work Equipment

It is the policy of [Academy Name] to use properly selected and maintained plant and equipment.

It is the responsibility of [named person / role] to select work equipment and ensure that it is fit for purpose and ensure that it conforms to any required safety standards.

The maintenance procedure and programme is the responsibility of [named person / role] who will identify all equipment that requires maintenance, arrange for the maintenance and then check that it has been completed. This responsibility includes the liaison with outside organisations such as insurers or others who may carry out periodic inspections.

If defects are found with any plant or work equipment these should be reported to [named person / role] for action.

Hazardous Substances

All hazardous substances will be identified and assessed for risk and checked that they are safe to use prior to purchase. All hazardous substances used that have a significant risk will either be substituted with a less harmful alternative or controlled by designing safe systems of work.

Assessments of hazardous substances will be reviewed annually or whenever changes occur that might alter the level of risk.

The person responsible for the above and the implementation of safe systems of work during use with substances is task is [named person / role].

Storage and Handling

Storage will be designed so that items are stable in storage and that shelving or racking will be suitable in terms of strength and position to allow safe storage. This will be the responsibility of [named person / role].

Where items require handling the appropriate means of handling whether manual or mechanical will be designed and risk assessed prior to the start of the activity. Handling risk assessments and the design of safe systems will be the responsibility of [named person / role].