



# General Policy for Health, Safety and Welfare

<b>Approved By:</b>	Wessex MAT Board of Directors
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<b>Signed:</b>	Chair of Directors – G.Batt 

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# 1. Statement of General Policy for Health, Safety & Welfare

This policy applies to the Directors, Governors, Headteachers, Deputy/Assistant Heads, Curriculum/Department Heads, Teachers, TAs and Support Staff of all schools within the Wessex Multi Academy Trust (WMAT) as well as visitors, contractors and students.

**Health, Safety and Welfare at Work Policy:** (Referred to hereafter as "The Policy")

The Directors of WMAT accept and will meet their obligations under all relevant health, safety and welfare legislation that affects its activities by making every effort, so far as is reasonably practicable, to provide a safe and healthy working environment for all its employees and will ensure that all reasonable practical steps are taken to protect the health, safety and welfare of those who come into contact with the school and premises.

In order to achieve this, the WMAT will provide necessary information and training and make adequate budgetary provision within the limits of the finances available.

The WMAT believes in actively involving the management and the work force in its efforts to achieve a safe and healthy working environment.

The WMAT will consult and co-operate with safety representatives appointed by the recognised Trade Unions and staff representatives of those staff not in unions. It will provide appropriate facilities to enable them to carry out their duties in accordance with the relevant legislation and Codes of Practice.

## **The Trust will ensure that:-**

- Staff conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.
- Arrangements are in place to plan, organise, control, monitor and review any measures needed to deal with significant findings resulting from the risk assessments undertaken.
- Suitable personal protective equipment (PPE) will be provided where required.
- The health and safety manager is available to assist employees in fulfilling their health, safety and welfare issues.
- For shared workplaces, managers co-ordinate their activities on health & safety issues.
- Emergency action procedures are in place to deal with serious and imminent dangers should the need arise.
- An appropriate Occupational Health and Counselling service is provided.
- Appropriate information, instruction and training for its employees, in the identification and control of health, safety and welfare is provided. Particular attention will be given to providing training courses which are required by its employees. Department heads will be advised of courses that are mandatory/available for employees that are under their direction, employees will also be advised. Refresher courses for existing employees.
- Newly appointed staff are provided with the health and safety guide upon commencement of employment.

- Amendments to this policy, codes of safe working practice and appropriate updates will be circulated as necessary.

## 2. Key Terms

For the purpose of this document:-

**Delegation:** is about entrusting authority to others. This means they can act and initiate independently; and that they assume responsibility with you for certain tasks.

**Responsibility:** the obligation to answer for actions, this often means answering to some specified authority. It is also the recognition that in order to achieve one's purpose, one must act oneself (take responsibility) rather than expecting others to do something.

**Accountability:** Refers to the liability for any acts and omissions in connection with the exercise of legal authority and execution of practical duties that are borne by an individual or post. This accountability may remain with the person regardless of whether they actually carry them out, i.e. whether their practical duties have been delegated or not. Any individual who remains accountable for a duty retains authority for it. They should therefore when delegating practical tasks to others, take steps to ensure the proper execution of these tasks.

## 3. Allocation of Responsibility

### The Leadership Structure of Wessex Multi Academy Trust

The structure of the MAT consists of the following: The Chief Executive Officer, Chief Financial Officer as well as Trustees.

### The Multi Academy Trust

The trust will, so far as is reasonably practicable:

- Ensure that there is an effective policy for health, safety and welfare for their employees.
- Ensure that adequate provision is made so that the requirements of current health, safety and welfare legislation and codes of safe working practice are observed by all employees and those working on behalf of one of our schools.
- Regularly appraise the effectiveness of the policy by means of a report to the Health, Safety and Welfare committee. The report will identify whether the organisation and arrangements of the policy are still applicable and appropriate to the needs of the schools.
- Ensure that such information, instruction, training and supervision are provided as is necessary to ensure the health, safety and welfare at work of all employees.
- Provide adequate resources to meet the trusts health, safety and welfare obligations.
- Ensure the maintenance of a safe and healthy working environment in all the schools varied activities.

- Consult and co-operate with appointed safety representatives and staff on health, safety and welfare related issues.
- Ensure through its curriculum/dept. heads that a copy of this policy statement, and any subsequent amendments, are brought to the attention of all employees. A copy will be located in each curriculum/dept. area.
- Conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.

## **Headteachers**

In addition to the duties and responsibility assigned to Deputy Head(s), Assistant Head(s) and Curriculum/Dept. Head(s), the Headteacher of each school within the trust are:

- Responsible for the overall implementation of the policy and compliance with health, safety and welfare for their respective site.
- To ensure that all employees are aware of, understand and fulfil their duties and responsibilities in relation to the requirements of current health, safety and welfare legislation.
- To ensure arrangements are in place to promote effective compliance, management and proactive/reactive measures to comply and improve H&S.
- To regularly review the performance of the school in relation to health, safety and welfare.
- To ensure that there are adequate resources available to meet the health, safety and welfare requirements of the school.
- To ensure that the provision and maintenance of a safe and healthy working environment forms a key result area for their senior staff.
- To ensure that employees are made aware of Dorset Council (DC) Occupational Health Service and the Staff Counsellor and the facilities they provide.
- To keep accurate records relating to general equipment throughout the sites, fire procedures, risk assessments and appliance testing etc.
- To ensure the arrangements described in this policy are in place and maintained.
- Conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.

The Headteacher may delegate any of the tasks above, but the Headteacher of their respective school is ultimately accountable to the CEO of the Trust.

## **Deputy Head(s), Assistant Head(s) and Curriculum/Dept. Head(s)**

These individuals are responsible for implementing the requirements of all relevant health, safety and welfare legislation within their designated areas.

They will, so far as is reasonable practicable:-

- Be directly responsible to the Headteacher of their site for the effective implementation of the Policy and compliance with health & safety legislation in their area of responsibility.
- Ensure that all responsibilities allocated to staff within their designated areas are properly and effectively carried out and staff supported when implementing the requirements of the Policy and relevant health, safety and welfare legislation.
- Provide such information, instruction, training and supervision as is necessary to ensure the health, safety and welfare of employees.
- Take account of the advice of their Headteacher and trust H&S Manager to ensure that the policy is implemented.
- Review accident/incident trends with their Headteacher if necessary and take any remedial action necessary without undue delay. Ensure all incidents are reported to the WMAT health and safety manager via a school representative.
- Where appropriate, inform and seek the advice of the WMAT health and safety manager for further guidance at the start of any new projects or the introduction of new machinery, substances or processes.
- Promote the completion of accident/incident/dangerous occurrence reports in accordance with the reporting arrangements and that required by the Health and Safety Executive (HSE) under the Reporting of RIDDOR regulations.
- Investigate all accidents promptly to discover their cause and take action where appropriate to prevent recurrence.
- In the event of a serious accident/incident/dangerous occurrence, inform the WMAT health and safety manager by the quickest practicable means. Once the casualty (if any) has been removed, make the area secure with assistance from the site manager if necessary and inform the WMAT health and safety manager so that a detailed investigation can be carried out if required.
  - Ensure that employees are issued with suitable protective clothing/equipment and that it is maintained in good order and used as required.
  - Conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.

### **WMAT Health & Safety Manager**

The following areas of responsibility are delegated to the trust's health and safety manager :-

The Health & Safety officer will so far as is reasonably practicable:-

- Provide a consistent framework of health, safety and welfare information and ensure policies and procedures are fully implemented, monitored and reviewed.

- Provide an advisory, consultancy, information and monitoring service on health, safety and welfare issues across the sites.
- Conduct inspection/monitoring/audits of H&S activities and arrangements.
- Provide health, safety and welfare advice relating to school premises work practices and where sites have a responsibility to contractors carrying out work at the request of a school.
- Where necessary, make recommendations for the improvement of existing methods of work by the introduction of safer systems.
- Drawing attention to the respective schools Headteacher where required of any contraventions of relevant statutory requirements, the policy, codes of safe working practice, accidents, dangerous occurrences and unsafe practices.
- Ensure the Headteacher of the respective site is informed if conflict occurs over any advice given.
- Ensure all accidents, which are reportable, are made to the Health and Safety Executive (HSE) under RIDDOR Regulations where required in conjunction with Dorset Council.
  - Issue an "*Improvement Notice*" or "*Notice To Stop*" to any job or process, where they believe to be a danger to persons or premises where the job or process being carried out by or on behalf of the school, or where the school has a responsibility under relevant legislation.
  - Conduct suitable and sufficient assessments of risks to the health, safety and welfare of those who may be affected by their operations and that all significant findings from risk assessments are recorded.

In addition:-

The Health & Safety Manager has the right of access at all times to all the WMAT premises and workplaces, without prior arrangement, for the purposes of inspection, monitoring and enforcement.

### **Duties of Employees**

Every employee will, so far as is reasonably practicable:-

- Take reasonable care to ensure the health and safety of him and of other persons who may be affected by his acts or omissions at work.  
(*Section 7 of the Health and Safety at Work etc. Act 1974*)
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.  
(*Section 7 of the Health and Safety at Work etc. Act 1974*)
- Report all accidents/incidents, whether persons are injured or damage to property has occurred or not.

- Take account of the advice and instruction of the WMAT health and safety officer to ensure that the policy is implemented.
- Remove any hazards without endangering themselves or others and, if required, to warn fellow employees of the hazard and to report it to their department head/WMAT health and safety officer.
- Use protective clothing and equipment when and where there is a requirement to do so.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and welfare. (*Section 8 of the Health and Safety at Work etc. Act 1974*)
- Make suggestions to line managers to improve health, safety & welfare in their work.
- To use equipment and machinery in accordance with the instruction and training they have received, request via their department head any training courses they require to assist in carrying out their duties safely.
- To report serious dangers, or health, safety and welfare shortcomings (which a trained employee would reasonably consider to be so) to their department head.
- Cooperate fully with the Trust's Health & Safety Manager.

Any employee who knowingly contravenes the safety policies which affect the place of work where they are currently employed or disobey or cause others to disobey safety instructions issued by the health and safety manager, Headteacher, department head or person delegated by them of that work place, will be liable to disciplinary action, which in serious cases may result in dismissal.

### **Duties of Students**

There are more eyes around the school from our students than from our staff which means the students have a greater chance of observing an un-safe practice or hazard.

Every student will:-

- Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.
- Report any accidents, near miss incidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person.
- Inform their teacher or the person in charge of the activity rather than compromise their own safety or the safety of others where they are not confident that to carry out a work or leisure activity safely.
- Comply with the health and safety requirements.
- Take reasonable and responsible care of themselves and their peers whilst in school and involved with in/out of school activities.
- Ensure their work in school that required training, is conducted as directed by a teacher and that protective clothing/equipment is used when required to do so.
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and welfare. (*Section 8 of the Health and Safety at Work etc. Act 1974*)

- Be familiar with emergency procedures.

#### **Authorised persons on the schools premises (visitors, contractor's parents etc.):-**

Will be required to observe site safety rules and instructions given by persons implementing the Health, Safety and Welfare Policy.

Should comply with the H&S manager and all related health, safety and welfare obligations and codes of safe working practice whilst working on our premises.

## **4. Safety Representatives and the Safety Committee**

Staff nominate a Health and Safety staff representative and Health and Safety is an agenda item at a staff meeting once a term.

### **Consultation**

The MAT accepts that safety representatives are a valuable asset and so welcomes their contribution to improve health, safety and welfare standards. Individual schools will consult safety representatives and other appropriate staff representatives with regard to all significant health, safety and welfare matters and in particular the following:

- The introduction of any measures at the workplace which may substantially affect the health, safety and welfare of the employees.
- Any health, safety and welfare information schools are required to provide to employees.
- The planning and organisation of any health, safety and welfare training, required to provide to the employees that the safety/staff representative concerned represent.

### **Volunteers**

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the schools policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

### **Contractors**

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the WMAT health and safety policy and not endanger pupils, staff or other visitors to the site.
- The Site Manager will be responsible for the co-ordination of the contractors' activities on site or the Headteacher where there is no Site Manager.
- The headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This

might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

- The WMAT will be responsible for the health and safety evaluation of contractors
- The WMAT, headteacher and all staff are responsible for the safety of children on the premises by ensuring that they are mindful of, and adhere to, the requirements set out in Keeping Children Safe in Education annual statutory guidance.

### **Visitors and other users of the premises**

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the WMAT health and safety policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractor's etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the schools premises, the person who is accompanying the visitor will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using the MAT accident procedure and form and sent to [kaldridge@wessex.ac](mailto:kaldridge@wessex.ac). An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the headteacher should contact the WMAT Health and Safety Manager immediately on 01305 231521.
- Persons hosting visitors including meeting arrangers must ensure:
  1. Visitors are alerted to the establishment fire procedures.
  2. Visitors adhere to the 'no smoking' policy.
  3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
  4. Visitors record time of arrival and departure in the visitors book.
  5. Where applicable visitors are provide with and wear identification badges.
  6. Visitors are accompanied or authorised to enter the premises.
  7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
  8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
  9. Visitors report all accidents, incidents and near misses to the host.
  10. Visitors wear protective clothing that is supplied when necessary.

## **Lettings**

The WMAT will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the health and safety policies where appropriate.

The WMAT, headteacher and all staff will be mindful of, and adhere to the requirements set out in, Keeping Children Safe in Education annual statutory guidance.

The WMAT has a Charging and Remissions policy.

## **5. Arrangements**

### **Monitoring and Inspection**

The trust buys in to the Dorset Council (DC) Service Level Agreement for Health, Safety and Wellbeing. As part of this service the DC Health & Safety team conduct an audit and review of health and safety systems which is arranged by the WMAT H&S manager every 3-5 years.

The WMAT H&S Manager regularly reviews work practices, risk assessments and procedures and also conducts frequent workplace inspections/audits and monitoring activities to assess the effectiveness of the policy.

### **First Aid & Medicines**

Each school is required to assess the need for first aid provision and provide equipment, trained first aiders and support to deal with expected incidents and medical emergencies. An up to date list of all first aiders is to be displayed at prominent locations. First aid kits are to be located at strategic points in the school and portable kits are available for lunchtimes, PE lessons, school trips and visits etc. The contents of these kits are to be checked on a monthly basis. The 'First Aid' and 'Managing Medical Conditions in schools' policy is available for further information.

### **Accident Recording**

Each school will record all accidents/incidents in accordance with the Accident Reporting procedure. All completed forms should be e-mailed to Karen Aldridge [kaldridge@wessex.ac](mailto:kaldridge@wessex.ac). Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be completed by the WMAT Health & Safety Manager in conjunction with Dorset Council's health and safety team.

### **Transport on Site**

Each school conducts their own risk assessment.

### **Off Site Visits**

Each school conducts their own risk assessments for off site visits.

### **Fire**

Each school will ensure that a fire evacuation drill is completed at least termly, recorded in the fire log. The log will be kept up to date with entries for weekly fire alarm and fire door checks, monthly emergency lighting and fire extinguisher checks plus any contractor visit or

false alarms. Ensure arrangements are in place for evacuating disabled people and all relevant persons receive a PEEP (Personal emergency evacuation plan).

The Trust will ensure that a fire risk assessment is completed, each school should ensure actions from the assessment are completed and that the assessment is reviewed annually or more frequently if there is a significant change to the building. The WMAT H&S Manager can assist in the review phase of any assessment.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding. All staff are responsible for ensuring evacuation routes and fire doors are kept clear at all times. Staff are required to attend fire training.

## **Electricity**

Each school will undertake a full inspection and test all portable appliances on an at least a two yearly basis. No personal item should be brought in from home until an inspection and test is completed. All staff should visually inspect electrical equipment before use, for obvious defects. Defective equipment must not be used. It should be labelled and reported as defective for replacement/repair. Each school should ensure an annual visual check is recorded on all items that on the PAT testing register. Each school will ensure that fixed wiring inspections are completed on a 5 yearly basis by an approved contractor.

## **Work Equipment**

All work equipment must be purchased from a reputable supplier and managed under PUWER. (Provision and Use of Work Equipment Regulations 1998)

Before purchase the following considerations must be given:

- The installation, positioning and or storage of the equipment requirements
- The suitability for purpose including electrical loading
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment and staff using the equipment must have access to and comply with the risk assessment. All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by an approved contractor.

Any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment if all other methods to controls risks have been observed.

## **Access Equipment (Kick-stools, ladders, tower scaffolds and MEWPS etc.)**

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The need to work at height has been reviewed and reduced
- The installation requirements
- All other methods of working at heights reviewed before the purchase of ladders
- The suitability for purpose (correct class of ladder)
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment. The access equipment should be visually checked before each use. The school must complete an inventory for all access equipment and conduct a formal written 6 monthly check (tower scaffolds and MEWPS will require specialist and more frequent checks).

### **Control of Hazardous Substances**

All substances that may be considered hazardous to health are to be assessed (except in science – these are covered by CLEAPSS hazcards). A copy of the data sheet and COSHH assessment will be available at the location of where the chemicals are used/stored and in a central register. Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified (PPE) and undertake any training required. Staff must not bring any hazardous chemical onto any school site unless prior permission has been sought and a COSHH assessment has been completed.

### **Asbestos**

Where a WMAT site has known asbestos, an asbestos survey and management plan will be in place. All contractors must be shown the survey before work commences if there is a risk of asbestos disturbances. Any damaged or suspected damage to asbestos should be reported to the site manager and health and safety manager immediately who will contact the schools property surveyor and initiate emergency procedures as required.

### **Legionella**

Each school has a legionella survey and assessment. Legionella control works including tank inspections, temperature checks and flushing and arrangements for risk assessments and surveys to be completed when required.

### **Violence**

Schools follow the WMAT policy and guidance for violence at work. All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the WMAT.

### **Manual Handling**

Employees who complete manual handling tasks will have suitable and sufficient training and have access to risk assessment forms and templates. For further information please refer to the Manual Handling ACOP. Training can be arranged with the council by the WMAT Health and Safety Manager [kaldridge@wessex.ac](mailto:kaldridge@wessex.ac)

### **Lone Working**

For further information please refer to the WMAT Lone Working Policy.

### **Risk Assessments**

Risk assessments are completed for any significant risks in accordance with the Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on at least an annual basis or whenever

there is a significant change to the activity, task, personnel, or following an accident. For further information please refer to the WMAT risk assessment ACOP.

### **Training and Records**

Each school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. Each school will ensure all training is recorded and up-date training is completed where required.

All new staff will be given a health and safety guide which they are required to read through and complete a return slip which indicates their understanding of what is required of them in health and safety.

## **6. Additional Health and Safety Policies and Guidance**

In addition to this policy are the following related H&S documents:

Accident Reporting ACOP	Managing Medical Conditions Policy
Asbestos Management	Risk Assessment ACOP
Fire Policy	Stress Management Policy
First Aid Policy	Water Hygiene & Legionella
Lone Working Policy	Violence at Work Policy
Manual Handling ACOP	Working at Height ACOP

Supplementary guidance on health and safety including the above policies and others are available from the WMAT H&S Manager.

The varied forms noted in this policy are also available from the H&S Manager.

These include, but are not limited to:

- Risk Assessment
- Accident Report
- Near Miss Report
- Accident Investigation
- PEEP
- COSHH Assessment

**END OF POLICY**

## **Amendments**

- June 2019:** THMAT Policy created.
- Sept 2019:** Global changes to reflect new MAT name.  
Global format changes to reflect logo colour scheme.  
2019 Policy Approved by MAT Directors.
- Nov 2021:** Reflect change from H&S Officer to H&S Manager working in conjunction with Dorset Council under an SLA.