



# HEALTH AND SAFETY AT WORK POLICY 2021-2022

MAT Board Approval:

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Member of Staff Responsible:

Mrs Claire Davies

## Our Vision

‘To Love, To Learn, To Serve’ sums up the DoWMAT’s vision for those who come together to create the MAT, enabling all to flourish both as individuals and in community with each other; living life in all its fullness (John 10:10).



## Our Values

### To Love

The New Testament sums up the entire law as a call to “love your neighbour as yourself” (Galatians 5:14). The Bible teaches that we are only able to love because God first loved us (1 John 4:10). This love is expected to characterise the way in which the DoWMAT operates, makes decisions, builds relationships, and carries out its day-to-day business: each person putting the needs of others before their own, with a commitment to the flourishing of all. The exposition of love in 1 Corinthians 13 reminds us that love is patient, kind, forgiving, generous, humble, trusting, respectful, hopeful, resilient and enduring. Those who learn and work in the DoWMAT, and all who come into contact with it, can expect to experience that love in the way that they are treated.



### To Learn



The DoWMAT is a Christian learning community that is committed to enabling all to live a life of freedom and transformation as a result of the hope and wisdom that learning brings. Learning is at the heart of the Church of England’s vision for and commitment to education. Growing in wisdom is celebrated in the Bible and all are exhorted to listen, to seek guidance, to acquire knowledge and to learn discretion (Proverbs 1: 1-6), largely through human relationships and interactions. Jesus’ teaching, as summed up in the Beatitudes (Matthew 5:3-10), describes human beings who are learning to live a life that is characterised by humility, compassion, mercy, righteousness and peace. The learning that takes place within the DoWMAT is expected to be recognisably rooted in these godly characteristics and focused upon enabling the holistic development of people who are made in the image of God.

### To Serve

Service and servant leadership, was a striking feature of the way in which Jesus lived his life. The example he gave to his disciples in washing their feet (John 13:1-17) provides us with a role model for the way in which we should seek to live in community with others. Putting the needs of others before our own, supporting people in their growth and development as holistic human beings, enabling people’s gifts and talents to come to the fore as a result of our service to them are all defining characteristics of the way in which the DoWMAT operates. In serving others and meeting their needs through generosity of spirit, we manifest God’s grace and love for others (1 Peter 4:8-11).



These core values underpin all aspects of our Trust as we strive to make a positive difference to the lives of all DoWMAT pupils whilst they are at school and in later life. Through these values, we can be sure our community is one of hope; a place of transformation and trust, where all are treated with respect and dignity.

**OUTSTANDING PROFESSIONALS | COLLABORATIVE PARTNERSHIPS | STRONG SYSTEMS | CONFIDENT LEARNERS**

## THE STATEMENT

The DoWMAT Trustees fully accept our responsibility as the employer for the health, safety and welfare of the staff and students in each of our academies. As such, the Board is fully committed to ensuring each DoWMAT workplace is one where all can undertake their roles and responsibilities safely; free from work related injury or ill health. This includes all employees, pupils within our academies, sub-contractors, partners, public and others who may be affected by our work activities. Good health and safety management will be an integral part of the way that we operate and will be considered across all work activities and services delivered.

We strive to ensure that every individual that accesses our office facilities or any other locations for which we take on responsibility for can do so safely. To achieve this, we will:

- Work in partnership with the Local Academy Board of each DoWMAT Academy to ensure legal obligations are honoured, in particular the requirements of the Health and Safety at Work etc. Act 1974 and associated regulations and codes of practice.
- Conduct all our operations in a manner which protects the health, safety and wellbeing of employees, pupils and visitors, so far as is reasonably practicable.
- Ensure risk assessments are undertaken and arrangements made, where significant risks are identified, for any necessary preventative and protective measures to be put into place as far as is reasonably practicable using a sensible risk management approach.

To achieve these objectives, The Diocese of Worcester Multi Academy Trust and the Local Academy Board of each DoWMAT Academy will:

- Provide safe working conditions for our employees.
- Ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- Be an employer that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare.
- Promote the principles of sensible risk management.
- Provide a safe work and learning environment for employees, visitors and pupils.
- Seek to ensure the buildings from which we work and equipment provided meet appropriate health and safety standards.
- Provide suitable information, instruction, training and supervision.
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and sub-contractors who work on our behalf to show a proper personal concern for their own safety, for that of the people around them through management example and through consultation.

- Require employees and sub-contractors to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.
- Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and wellbeing.
- Monitor, review and modify this policy and any arrangements as required.

We will adopt a planned, pragmatic and proportionate risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks;
- Identification and implementation of preventive and protective control measures against those risks to an acceptable / tolerable level;
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the trustees;
- Including health and safety requirements / responsibilities into contract conditions;
- Provision of information, instruction, training and protective equipment to employees;
- Review of this policy, local arrangements, risk assessments and working practices at regular interval and where additional information is gained through monitoring or following an incident.

Our measurable objectives are to:

- Achieve zero workplace accidents;
- Ensure all new staff have a comprehensive induction;
- Ensure all employees have relevant health and safety training for their role;
- Ensure all staff have completed DSE assessments;
- Undertake formal workplace inspections annually;
- Ensure where identified as required all staff have the correct PPE;
- Audit the H&S arrangements of our academies at regular intervals to ensure a good standard of H&S management is being met in line with our H&S standards.

It is a requirement of DoWMAT that this policy statement and its implications are understood and acted upon by all employees, and sub-contractors who work on our behalf. Linked to this policy, are the policies / statements adopted by each individual academy for addressing the following areas:

- Reporting of incidents/injuries/accidents
- Asbestos management (where applicable)
- Contractors on site
- Off-site activities
- School security
- Slips and trips
- Vehicle movements
- Fire safety
- Electrical safety

- Minibus safety (where applicable)
- ICT use
- First aid
- Lifting/handling
- Infectious diseases
- Severe weather
- Administration of medicines
- Critical incidents
- Lone working
- Dignity at work
- Stress management
- Water safety/legionella
- Stress
- Harassment and bullying, including cyberbullying
- Online safety
- Lettings

## **1. ORGANISATION – ROLES AND RESPONSIBILITIES**

### **1.1. The Diocese of Worcester Multi Academy Trust Board of Directors**

- a) Have overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons in DoWMAT and the Academies within it (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) Ensure that the Trust's safety policy is implemented monitored and regularly reviewed and revised as necessary.
- c) Ensure compliance with health and safety legislation for schools which are part of the multi academy trust.

### **1.2. The Local Academy Board**

To enable The Diocese of Worcester Multi Academy Trust to meet this requirement the Local Academy Board at each DoWMAT academy will:

- a) Manage day to day health and safety issues.
- b) Ensure the health, safety and wellbeing of staff, pupils, visitors and contractors within school.
- c) Determine the school's health and safety documentation and its implementation.
- d) Allocate sufficient funds for health and safety.
- e) Establish clear lines of accountability for health and safety.
- f) Periodically assess the effectiveness of relevant academy policies / statements and ensure that any necessary changes are made.
- g) Identify and evaluate risks relating to possible accidents and incidents connected with the academy.
- h) Seek competent health and safety advice, when needed.

- i) Monitor the (health and safety) need for building maintenance in the Academy and implementing repairs as necessary.
- j) Monitor of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- k) Ensure the safe condition, storage and maintenance of equipment, vehicles and plant at the Academy, and ensuring that such equipment can be used safely in the normal running of the Academy.
- l) Ensure that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- m) Hold responsibility for appointing competent principal contractors where building or plant maintenance work is done.
- n) Have responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007.
- o) Ensure that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the Academy and are enforced.
- p) Ensure the adoption of safe working practices by staff and pupils, and by contractors on site.

### **1.3. The Headteacher / Executive Headteacher / Head of School is responsible to:**

- a) Make him/herself familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the Academy and maintain an up to date file of policies and procedures.
- b) Work with trade unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties.
- c) Ensure all health and safety procedures are fully embedded across the academy.
- d) Ensure staff receive regular updates on health and safety procedures to ensure expected practice is carried out routinely.
- e) Ensure all new staff undertake an appropriate induction at the start of their new post in the academy to ensure full knowledge and understanding of all health and safety procedures in the academy.
- f) In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to remove the hazard.
- g) Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery.
- h) Liaise with The Diocese of Worcester Multi Academy Trust and the Local Academy Board.
- i) Undertake monitoring and ensure the provision of adequate resources to achieve compliance.
- j) Ensure that local procedures for the selection and monitoring of contractors are in place.
- k) Take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- l) Ensure the academy has access to competent health and safety advice.

- m) Ensure implementation of the Trust safety policy.
- n) Ensure the day to day responsibility for health and safety in the Academy.
- o) Ensure risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- p) Ensure staff receive appropriate health and safety training.
- q) Carry out an annual safety audit.
- r) Ensure that all problems or defects affecting the health and safety of staff, pupils or other persons in the Academy are dealt with.
- s) Ensure all near misses are recorded and dealt with appropriately to minimise risk of further occurrence.
- t) Notify either the Trust Head of Compliance or the LA Health and Safety Advisor of any serious accidents to pupils, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations via the online Health and Safety portal.
- u) Ensure compliance with emergency procedures, including evacuation in case of fire or bomb threats and lock down procedures.
- v) Ensure adequate provision is made for the administration of First Aid.
- w) Ensure all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- x) Facilitate the meeting of an Academy Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- y) Consult with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

#### **1.4. Senior / Middle Leaders are responsible for:**

- a) All matters of health and safety in their specific area of responsibility.
- b) Bring to the notice of the Headteacher / Head of School any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their specific area of responsibility.
- c) Have a working knowledge of and conform to this policy, regulations, guidance materials and codes of practice in their specific area of responsibility.
- d) Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- e) Inform, instruct, train, supervise and communicate with staff and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment.
- f) Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

- g) Be responsible for aspects of health and safety included in their job description.
- h) Organise risk assessments where significant risks are identified and ensure, as far as is reasonably practicable, full implementation of any control measures.
- i) Ensure that all statutory registers and records are adequately kept.
- j) Ensure the reporting and investigation of all accidents, ensure all persons under their control are aware of the reporting procedure.
- k) Ensure that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

### 1.5. Academy Office Staff

The Academy Office Staff will assist the Headteacher and the Diocese of Worcester Multi Academy Trust/ Local Academy Board to fulfil its responsibilities by overseeing day to day Health and Safety issues are adhered to. This will include:

- a) Ensuring the day to day operational requirements of the health and safety policy are implemented.
- b) Maintaining an up to date copy of the health and safety policy together with all associated documentation relevant to the academy.
- c) Notifying the Headteacher of any health and safety concerns and any financial implications identified by the Risk Assessment process.
- d) Being the focal point for reference on health safety and wellbeing matters and to give advice or indicate source of advice.
- e) Point of liaison with and report directly to the LAB members on all matters of Health and Safety.
- f) Ensuring the day to day implementation of this policy including the maintenance of appropriate Risk Assessments for School and off-site activities and seeking the approval of the LAB for meeting the financial implications of identified control measures.
- g) Ensuring that all certification and statutory inspections are kept up to date.
- h) Ensuring the accidents, dangerous occurrences and near misses are investigated, complete and send RIDDOR notifications (F2508) to the enforcing authority.

### 1.6. Classroom Teachers

The health and safety of pupils in classrooms is the responsibility of class teachers. Therefore, class teachers are expected to:

- a) Check their classroom area is safe.
- b) Check equipment used is safe before use.
- c) Ensure safe procedures are followed.
- d) Give clear instruction and warnings to pupils, as often as necessary.
- e) Report defects to the Headteacher.
- f) Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher.

- g) Follow safe working procedures/risk assessments.

### **1.7. All Staff**

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

- a) Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions.
- b) Cooperate with their line manager and senior management to work safely.
- c) Take responsibility for ensuring they are up to date with the Trust / academy Health and Safety policies and with academy expectations for health and safety.
- d) Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- e) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing.
- f) Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
- g) Support the Academy in embedding a positive safety culture that extends to pupils and any visitors to the site.

### **1.8. Pupils**

All pupils are expected to behave in a manner that reflects their Academy's standards of behaviour, and in particular to:

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

### **1.9. All other staff are responsible for:**

- a) Ensuring that they are familiar with and comply with all appropriate health and safety policies for the Trust and Academy, including, where applicable, the curriculum safety policy.
- b) Reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the Headteacher / Head of School.
- c) Co-operating with their employer (DoWMAT Board of Trustees) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

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

#### **1.10. The Site Manager / Caretaker / Cleaner in Charge are responsible for:**

- a) Ensuring that they are familiar with and comply with the Trust safety policy.
- b) The application of the school’s health and safety policy to their own area of work, and are directly responsible to the Headteacher.
- c) Bringing the Trust safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Establish and maintain safe working procedures including (referring to relevant documents) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- e) Ensuring that any staff under their direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- f) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- g) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- h) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- i) Informing the Headteacher /Head of School of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- j) Informing contractors of any hazards that could affect their health and safety while working in the Academy (particularly in the light of risk assessments carried out).
- k) The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance.

#### **1.11. The First Aiders are responsible for:**

- a) Recording of accident/incidents requiring first aid treatment.
- b) Maintaining the First Aid boxes.
- c) Controlling and maintaining any other First Aid supplies as may be kept separately.

### **1.12. Safety Representatives (Appointed by Trade Unions / Professional Associations)**

The DoWMAT Board, the LAB and the academy Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. If there are no union appointed safety representatives, a LAB member will be appointed as the Health and Safety Champion for the academy.

Union appointed Health and Safety representatives will be allowed to undertake the following, provided they have been properly appointed and their appointment notified to the LAB by the appropriate trade union.

- a) To investigate accidents and potential hazards.
- b) To investigate complaints by constituents about matters relating to health, safety and wellbeing.
- c) To make representation to the employer about such matters arising from such complaint and such investigation and on general issues affecting health, safety and wellbeing in the workplace.
- d) To carry out school inspection within directed time, but wherever practicable outside teaching time.
- e) To represent constituents in consultation with enforcement agencies.
- f) To receive information that inspectors are required to provide.
- g) Represent the staff / union membership on Academy safety committees.
- h) Receive such training as may be necessary for them to perform their duties.

## **2. THE ARRANGEMENTS**

### **2.1. Access and Egress, Housekeeping, Cleaning & Waste Disposal**

Access and Egress is arranged through the Headteacher/Head of School, who has overall responsibility for the security of the site 'out of hours'. Arrangements for access outside of the normal hours for lettings of other functions are to be arranged via the Headteacher.

Daily housekeeping is the responsibility of all school staff. All personnel are expected to ensure their working area is kept tidy and there are no health and safety concerns brought about due to bad housekeeping.

The daily cleaning is the responsibility of the cleaning team.

All non-recyclable waste is to be disposed of in one of the trade waste bins. All recyclable waste is to be disposed of in the Academy's. The waste is removed from site by a contractor. Any waste that cannot be disposed of via the bins is to be advised to the Headteacher, who will arrange suitable disposal.

## 2.2. Accident Reporting, Recording and Investigation

All serious accidents that occur on the site should be notified to the School Office who will record the information via the online accident/incident reporting system.

All minor accidents should be recorded in the Academy's own minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, the Headteacher / Head of School should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses). The Trust Head of Compliance must be informed at the earliest opportunity.

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

## 2.3. Contractors (Management of)

- a) Contractors will be managed by the Headteacher / Head of School.
- b) Contractors are to be selected from the approved contractors list, if this is not the case the contractors need to hold the minimum required health and safety qualifications for the role.
- c) All contractors should have a 'pre-commencement' meeting with the Headteacher / Head of School, OL or the CDM Coordinator, where all health and safety requirements are outlined.
- d) All method statements and risk assessments are to be checked by the Headteacher / Head of School, OL or CDM Coordinator.
- e) If Academy staff have any concerns relating to contractors, they must report them to the Headteacher / Head of School as soon as possible.
- f) Contractors and their staff must not have any contact with pupils at the Academy.
- g) All contractors are to book in and out at the School Office on a daily basis. All liaison must be via the Headteacher / Head of School.
- h) All contractors must provide suitable and adequate welfare facilities for their staff.

## 2.4. Contractors (Management of Asbestos)

- a) The asbestos register must be held at the School Office. All Contractors must sign to state they have seen the relevant sections of the asbestos register.
- b) It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- c) Only qualified contractors are allowed to work with asbestos.

## 2.5. Contractors and Visitors on Site

Arrival on site:

- a) All contractors and visitors are to report to the School Office. The staff are to check the relevant ID and invitations prior to issuing a visitors pass. Visitors passes are to be visible at all times. All visitors are to be escorted around the site at all times. All contractors are to be controlled by the relevant staff. All visitors must sign in and out of site.
- b) The School Office staff are to ensure that all visitors are aware of the health and safety requirements and fire evacuation procedures. All contractors are to read and sign the asbestos register.

## 2.6. Control of Substances Hazardous to Health (COSHH) –Including Radiation

- a) The procurement of COSHH items should be kept to the minimum and should mainly be for the following areas:
  - Science
  - Art
  - Technology
  - Caretaking
  - Cleaners
- b) Data sheets records must be received for each COSHH item, these records must be maintained within the School Office and they must be accessible to all individuals who have access to the item.
- c) Risk assessments must be carried out for all tasks using the most hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002. The risk assessment must include the following:
  - How all staff are made aware of how to identify COSHH materials?
  - Instructions for labelling decanted substances.
  - Provision and instruction on the use of specific Personal Protective Equipment.
  - Safe storage and transportation of hazardous substances.
  - Emergency procedures for cleaning spillages/escape. Include emergency evacuation procedures or where to find them.
  - Disposal procedures for waste, unwanted or spilt substances.

## 2.7. Defect Reporting Procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- a) Staff are to report the defect to the Headteacher / Head of School or Site Manager.

- b) All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- c) Where an external contractor is required to carry out the repair the Headteacher / Head of School is to authorise. If the item is beyond repair it is to be disposed of.

## 2.8. Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- a) All staff who are classed as DSE "Users" are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- b) DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur.
- c) The Headteacher / Head of School will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

## 2.9. Electricity at Work

- a) All hardwired equipment is checked via a 5 year fixed wire contract which is tendered by the Trust Central Team.
- b) All portable appliances are tested annually, this is carried out by trained personnel and organised by the Headteacher /Head of School.
- c) All equipment brought in by outside agencies, including those for lettings is to be PAT tested prior to bringing to site.
- d) All defective items are to be removed and repaired; where items cannot be repaired they are to be disposed of.

## 2.10. Fire Precautions and Emergency Plans

DoWMAT recognises the vital importance of fire safety and the need to operate a clear fire safety and evacuation procedures policy so as to ensure the safety and welfare of staff, pupils and visitors on all of its Academies premises.

This document details fire safety and evacuation procedures and are applicable to all persons connected with DoWMAT and its Academies, including full-time and part-time staff, pupils, supply teachers, lunchtime supervisors, outside contractors and regular visitors.

It is the Trust's policy to ensure that all staff, pupils and visitors to the premises are aware of fire safety and evacuation procedures and that relevant training and information are given to all concerned.

## Responsibilities

### 2.10.1. Headteacher / Head of School

The Headteacher has overall responsibility for ensuring the implementation, monitoring and review of the fire safety and evacuation procedures policy takes place. During an evacuation, the Headteacher / Head of School has overall responsibility for proceedings. In their absence, the next senior member of staff will take responsibility for proceedings.

The Headteacher / Head of School is responsible for the production of an annual report on the operation of the policy and recommendations for future improvements. This report will be submitted to LAB for their consideration and approval. The Headteacher / Head of School will also liaise with outside specialists on fire safety and evacuation procedure matters.

The Headteacher / Head of School will be responsible for coordinating searches, with the emergency services, in the event of a fire or emergency and to act as the liaison officer.

### 2.10.2. School Business Manager

The Receptionist, in the event of an emergency, will be responsible for ensuring that the emergency services are contacted. The Receptionist will, with the help of the main office staff, ensure that the following items are taken to the assembly point for distribution to the appropriate members of staff:

1. Registers.
2. Staff signing in/out book.
3. Visitor's book.
4. Pupil signing in/out book.
5. Medical room book.
6. Pupils who are having medical assistance.
7. Any other items under local arrangement.

The School Business Manager is to take a roll call of all of the staff and visitors ensuring the Headteacher / Head of School is advised of any missing persons.

### 2.10.3. Class Teachers

Class Teachers will be responsible for ensuring that all pupils fully understand the fire safety and evacuation procedures. During an evacuation, teachers will be responsible for ensuring that pupils are escorted to the assembly point. Class Teachers will be responsible for taking a register and advising the Headteacher / Head of School of any missing persons.

### 2.10.4. Deputising

In the event of absences, the following are to deputise:

Headteacher / Head of School	-	Designated Senior Member of Staff
School Business Manager	-	Member of Staff to be designated
Class Teacher	-	Class TA

All staff, pupils, visitors and contractors on site have a duty of care to ensure, insofar as is practicable, that reasonable measures are taken to avoid potential fire hazards in and around the premises. They must be responsible for ensuring they understand the evacuation procedures and follow instructions given, in the event of an emergency. Staff and pupils should also be familiar with the location of fire alarms and extinguishers. Contractors on site must be aware of the procedures to follow in the event of an emergency. In the event of a fire or emergency, visitors will be escorted by their host to the assembly point.

### **2.11. General Fire Safety**

Risk assessment will be undertaken to identify potential hazards and new fire risks will be evaluated as soon as is practicable.

Fire drills will be carried out termly, as a minimum. An assessment of the effectiveness of the policy will be undertaken, by the Headteacher / Head of School, following each drill.

Weekly testing of the fire bells will be undertaken. Emergency lighting will be tested weekly by a 'flick test' and annually under contract. Fire appliances will be visually checked weekly to ensure they are in the correct location. Outside specialists will test equipment and advise on additional equipment needed. All tests will be recorded and filed centrally.

If a fire is discovered, no matter how small, the nearest fire alarm must be sounded and evacuation initiated. Alarms should be sounded by a member of staff, if possible. If time permits, the School Office should be informed of the nature and location of the fire. Similarly, the School Office must be informed immediately of a false alarm.

If a fire is very small, staff may attempt to extinguish it. This may only be undertaken if:

1. All pupils have evacuated the building and are suitably supervised.
2. A safe means of escape is available at all times.
3. Staff are familiar with the firefighting equipment, how to use it and the correct type to use.

## 2.12. Lettings

Any person wishing to hire facilities at a DoWMAT Academy is expected to be aware of and follow the guidelines issued on fire and evacuation procedures, as detailed in this policy. The Headteacher / Head of School will be responsible for issuing guidelines to hirers.

Hirers are expected to familiarise themselves with fire exits, escape routes, fire alarm points, fire appliance, locations, emergency telephone point and first aid facilities before entering the premises. Stewards should be fully briefed prior to events to ensure that, in the event of an emergency, quick and responsive action is taken:

In the event of an emergency, the organiser/leader of the event will:

- a) Raise the alarm - the fire alarm is activated by breaking the glass of any alarm point.
- b) Contact the appropriate emergency services.
- c) Initiate evacuation of the premises – hirers must decide on an appropriate evacuation route and assembly point prior to an event. This information must be conveyed to all interested parties.

Following an emergency and/or evacuation, a report will be submitted to the Headteacher / Head of School by the organiser/leader of the event, detailing the nature, cause (if known), problems encountered, casualties, etc. Similarly, organisers/leaders have a duty of care to report any defects, fire hazards, etc. noticed whilst on the premises.

## 2.13. Evacuation Procedures

Pupils and visitors must be made aware of the evacuation assembly point.

On hearing or activating the alarm, the following procedures will be adopted by teachers:

- a) Ensure that all doors and windows are shut upon leaving room.
- b) If in charge of pupils, ensure that calm and quiet is maintained at all times during evacuation and re-entry to premises.
- c) If able to, ensure that gas and electricity are turned off at isolation switches.

Pupils will be escorted by the teacher to the assembly point. At the assembly point, pupils will be instructed to quickly and quietly line up with their class. Pupils must remain at their assembly point until instructed to re-enter the building by the Headteacher / Head of School.

Teachers who are not in charge of pupils at the time of evacuation and Support Staff should proceed to the assembly point by the quickest route possible. Class Teachers should proceed to their class, in order that a register of pupils can be taken. If a pupil(s) cannot be accounted for, the teacher must

inform the Headteacher / Head of School immediately. All other Teachers, Support Staff and Visitors should report to the School Business Manager to be registered.

All visitors on site will be escorted to the assembly point by their host. At the assembly point they will be directed to the School Business Manager for a roll-call.

Contractors are issued with instructions for evacuating the building on arrival at site. Contractors will proceed to the assembly point and report to the School Business Manager.

#### **2.14. Re-entry to Buildings**

The Headteacher will decide if the buildings are safe to be entered after advice from the fire services. UNDER NO CIRCUMSTANCES MAY ANY PERSON RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

Pupils will be instructed to re-enter the building using the same route as for evacuation. Class Teachers will supervise the re-entry to buildings.

All other staff will be instructed to re-enter the building by the Headteacher / Head of School.

#### **2.15. First Aid and Medication**

##### **First Aid**

- a) All first aiders are to be identified on the school staff list, however the responsibility of daily first aid is with the members of staff in the Main school office.
- b) All first aid trained staff are to have a minimum of 'First Aid at Work' training, which must be refreshed every three years.
- c) A First Aid kit is available at the Main school office.
- d) It is the responsibility of the Main School Office staff to check and restock all of the first aid kits annually.
- e) It is the responsibility of the first aiders in the Main school office to summon ambulances as and when required, they are to accompany children to hospital (if parent or legal guardian is not available).

##### **Medication**

- a) Only those personnel trained to administer the medication are authorised to do so.
- b) All medication is to be stored in the locked cabinet in the Main office, control of this medication is the responsibility of the first aiders within the office.

- c) Medication can only be administered once signed consent from parent / guardian has been given.
- d) Two members of staff must sign to say they have given dose.

### 2.16. Health and Safety Advice

Health and safety advice is to be sought from the WCC School Health and Safety team via the following:

Gaz Monaghan - [GMonaghan@worcestershire.gov.uk](mailto:GMonaghan@worcestershire.gov.uk) (01905 845920 / 07702 962591)

Rachel Whiteley – [RWhiteley@worcestershire.gov.uk](mailto:RWhiteley@worcestershire.gov.uk) (01905 843796 / 07962 021493)

Steve Rietz – [SRietz@worcestershire.gov.uk](mailto:SRietz@worcestershire.gov.uk) (01905 846134 / 07921 309246)

Sandra Sandon – [SSandon@worcestershire.gov.uk](mailto:SSandon@worcestershire.gov.uk) (01905 846802 / 07972 517191)

Lyn Watts – [LWatts@worcestershire.gov.uk](mailto:LWatts@worcestershire.gov.uk) (01905 846104 / 07947 304737)

Mike Smith – [MSmith11@worcestershire.gov.uk](mailto:MSmith11@worcestershire.gov.uk) (01905 846102 / 07762 509003)

Mary Roberts – [MRoberts4@worcestershire.gov.uk](mailto:MRoberts4@worcestershire.gov.uk) (01905 844796)

### 2.17. Information Dissemination Procedure

Information and instructions on health and safety matters are available / given to teacher's / support staff / pupils, governors and visitors as follows:

### 2.18. Employees

- a) Staff are to be aware that relevant health and safety information is available along with specific risk assessments and via their initial induction and reminded annually.
- b) All staff are to sign to state they have received, read and understood the information after their initial induction and then on an annual basis.

### 2.19. Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

### 2.20. Visitors / Contractors

The School Office staff are to ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).

### 2.21. Local Academy Board (LAB) Members

The Headteacher / Head of School is to ensure that all LAB members are briefed on any changes to the Health and Safety procedures along with and long standing Health and Safety issues on site.

### 2.22. Trade Unions

The Headteacher / Head of School is to ensure that all Trade Union Representatives are briefed on any changes to the Health and Safety procedures along with and long standing Health and Safety issues on site.

### 2.23. Lettings/Shared Use of Premises/Extended Services

- a) All lettings Health and Safety arrangements are to be discussed with either the Headteacher / Head of School prior to the letting taking place.
- b) A written lettings agreement must be signed by the hirer and the school must hold a copy.
- c) School equipment must only be used by prior agreement. Relevant training must be given prior to use.
- d) It is the responsibility of the hirer to ensure suitable First aid provision.
- e) The hirer is to ensure they are acquainted with the schools Fire and emergency arrangements and that everyone under their charge knows the standard operating procedures.
- f) All risk assessments are to be forwarded to the Headteacher /Head of School for checking prior to use.

### 2.24. Lone Working and Personal Safety

- a) Lone Working is to be avoided where possible.
- b) Lone working must not be permitted prior to a risk assessment being in place.
- c) Personal safety awareness information will be provided/discussed with staff on induction.
- d) All 'Lone Workers' are to familiarise themselves with the risk assessments that are held by the Headteacher / Head of School.

### 2.25. Manual Handling

- a) The Headteacher / Head of School will risk assess and work that has a requirement for manual handling.
- b) All individuals who are required to do tasks of a manual handling nature are to attend the manual handling training that is provided prior to carrying out any task that requires manual handling.
- c) Guidance can be sought from Trust Central Team.

### 2.26. Minibuses (Where Applicable)

- a) Only staff who hold a current MiDAS (Minibus Drivers Assessment) permit or an equivalent qualification are permitted to drive minibuses.
- b) Anyone who has category D1 on their driving license is eligible to drive a minibus so long as they hold a current MiDAS permit or an equivalent qualification.
- c) Drivers must ensure they have a minimum of a 20 minute break after each 2 hours of driving. No driver is permitted to drive for more than 8 hours in any 24 hour period.
- d) First aid and fire extinguisher must be provided in each minibus.
- e) Each minibus must have a service and MOT annually.
- f) All drivers are to complete the pre-start checks prior to. No vehicle is to be driven with any defects that make the vehicle unroadworthy.
- g) It is the drivers' responsibility to ensure the pupils act appropriately in the vehicle. All passengers are to wear seatbelts at all times.

### 2.27. Monitoring Arrangements

The LAB are to ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher / Head of School and that any necessary alterations to working practices and procedures are implemented.

The LAB must recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The LAB will call for annual/termly reports on accidents / incidents:

- a) Results of internal or external health and safety inspections.
- b) Maintenance reports.
- c) Complaints, hazards and defects reports.
- d) Reviews of any procedures carried out by the Headteacher / Head of School.

To help this process, the LAB and Headteacher / Head of School will ensure that all reasonable inspection facilities and information are provided on request to officers of the Central DoWMAT team, LA, inspectors of the health and safety executive (HSE), Trade Union representatives and any other bona fide health and safety officials.

### 2.28. Noise at Work

The DoWMAT Trustees realise that in order to comply with the Control of Noise at Work Regulations 2005 they must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen Headteachers /Heds of School will ensure periodic noise monitoring checks are conducted. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with

appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

### **2.29. Offsite and Educational Visits**

- a) Refer to the Offsite Visits Policy.

### **2.30. PE Equipment**

- a) The PE equipment will be inspected and serviced annually by an approved contractor via a service contract.
- b) Teachers are to give all equipment a visual check before use to ensure it is serviceable for the practice taking part.
- c) It is the member of staff who is leading the activities responsibility to ensure the equipment is used correctly and that the risk assessment is abided by.
- d) Staff should use the Association for Physical Education (AfPE) guidance on safe use of the equipment for appropriate use.

### **2.31. Personal Protective Equipment**

- a) Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- b) The Headteacher / Head of School is responsible for procuring the correct equipment.

### **2.32. Risk Assessments**

- a) All staff should be aware of the need to undertake risk assessments for all activities which present significant foreseeable hazards. (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- b) The Headteacher / Head of School is responsible for ensuring risk assessments are undertaken and updated at least annually.
- c) The Headteacher /Head of School is to carry our risk assessments for all New and Expectant Mothers. Staff who are pregnant are to inform the Headteacher / Head of School at the earliest opportunity to ensure a risk assessment can be carried out.
- d) All risk assessments are kept by the Headteacher / Head of School.

### **2.33. Smoking**

- a) All DoWMAT academy sites are 'No Smoking Zones', including the use of Vapes.
- b) Signage is displayed on all main external doors used by the public/staff.

### 2.34. Sports Pitches / Playing Fields

- a) The maintenance of all school playing fields is to be carried out under a Grounds Maintenance contract.
- b) Staff must carry out visual inspections prior to any activity on the playing fields to ensure that it is safe for pupils to carry out the activity in the area designated.

### 2.35. Stress and Staff Wellbeing

The DoWMAT Trustees recognise that working within an Academy can be a stressful environment. Therefore, the following has been put in place to assist in minimising stress and to assist in staff wellbeing:

- a) All stress related issues should be discussed with the Line Manager in the first instance. The Headteacher / Head of School should be made aware of these discussions.
- b) All staff are encouraged to make the best use of breaks and to use staff rest facilities.
- c) A Trust-led staff wellbeing survey will be conducted on an annual basis, the results will be shared with the Trustees and appropriate actions taken.

### 2.36. Training and Development Related to Health and Safety

- a) The Headteacher / Head of School in conjunction with the OL is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height).
- b) Line Managers are responsible for new staff inductions, which should include all aspects of Health and Safety.
- c) The Headteacher / Head of School in conjunction with the OL is responsible for establishing minimum health and safety competencies for certain roles.

### 2.37. Vehicles on Site/Car Park Arrangements

- a) The Headteacher / Head of School is responsible for all other vehicular movement and parking on site.
- b) Vehicles are to move at a maximum of 5mph at all times whilst on site. Drivers should be aware that there are a large number of pedestrians on the school site and should be ready to react whilst driving on site.
- c) Deliveries are not to be arranged between 8.30-9.15 am and 3.00-3.45pm Monday-Friday.

### 2.38. Water Hygiene

- a) The water hygiene log book is to be kept by the Headteacher at all times.
- b) A designated person is to be responsible for carrying out water hygiene sampling.

- c) Any showers and all sentinel point taps are to be flushed through at the beginning and start of each school holiday.
- d) The service and maintenance of air conditioning units is to be via a service contract with an approved contractor. All units are serviced annually.

### **2.39. Working at Height**

- a) All ladders are to be numbered, stored and maintained.
- b) A designated member of staff is to carry out an annual inspection of all equipment and record the findings.
- c) All users are to carry out pre use checks and report any issues to the Headteacher / Head of School. The equipment is only to be used if it is serviceable.
- d) Staff are to have attended the Working at Heights training prior to using any ladders.
- e) Pupils are not permitted to use ladders

## APPENDIX 1. COVID-19 CONSIDERATIONS

EACH DOWMAT ACADEMY WILL:

- Apply and communicate sensible risk management and safe working practices. This will involve:
  - a) Regular assessment of hazards and associated risks.
  - b) Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
  - c) Monitoring the effectiveness of those measures by senior leaders.
  - d) Provision of information, instruction, training and protective equipment to staff (and pupils where required).
  - e) Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
  - f) Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.
  - g) Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
  - h) Operate an enhanced cleaning regime for the duration of Covid.
  - i) Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during Covid.
  - j) Educate pupils about Covid and to encourage and re-assure them about the measures in place to protect themselves from it.
  - k) Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
  - l) Require staff to exercise increased due care and attention and observe safe working methods.
  - m) Communicate regularly and effectively with staff and parents about the school's response to Covid.
  - n) Provide for children of critical workers and vulnerable children who may need to be accommodated for separately or alongside specific year groups.
  - o) Put in place the support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
  - p) Put in place any flexible working arrangements needed to support delivery of education during Covid including where necessary staggered start/end times.
  - q) Put in place measures to check on staff wellbeing (including for leaders).
  - r) Draw up contingency plans for:
    - Someone falling ill or demonstrating symptoms on site.
    - Deep cleaning in the event of an outbreak of Covid on site.
  - s) Provide appropriate personal protective equipment (PPE), as required by staff.

- t) Put in place arrangements for the continuing education of those children who have not yet returned to school

It is expected that all DoWMAT academies will pay due regard to Government / LA / RSC guidance to minimise risks to staff, pupils and visitors to the setting and ensure the smooth running of the academy in these unprecedented times.

*Approved 24.05.2021 by the DoWMAT Trust Board.*