



# **HEALTH AND SAFETY MANAGEMENT SYSTEM**

## **Risk Management**

**October 2019**

Date for Review: October 2021

**The James Montgomery Academy Trust**

## CONTENTS

	Page
Statement of Intent	3
Policy Statement	4
Legal Framework	5
Organisation – Duties and Responsibilities	5
<b>General Health and Safety Arrangements</b>	
HSG 65	7
Accident, Near Miss and Incident Reporting and Investigation	7
Asbestos	7
Confined spaces	7
Construction Health, Safety and Welfare (CDM)	8
Consultation	8
Contractors	8
DSE	9
Corporate Manslaughter	9
Electric and Equipment	9
Enforcement	10
Fire and Emergency Arrangements	10
Lock Down Procedures	10
First Aid	11
Hazards to health	11
Health Surveillance	12
Lone Working	12
Manual Handling	12
Personal Protective Equipment	13
Risk Assessment	13
Vehicles on Site	14
Medication	14
Staff Health and Welfare	14
Violence/Terrorism	15
Monitor and Review	15
APPX	16
1. Stress Policy	
2. Lock Down Procedure	
3. Lock Down Drill	
4. First Aid and Replenishing of FA	
5. Names First Aiders	
6. Evacuation Procedure in the event of Fire	
7. Evacuation Procedure Drill	
8. Evacuation Procedure – Critical Incident (exit from whole site)	
9. Legionella Water Controls	
10. Asbestos Exposure Controls	
11. CDM Procedures	
12. Violence to Staff Procedures	

## **Statement of Intent**

The purpose of this document is to describe how James Montgomery Academy Trust (JMAT) meets its statutory obligation by implementation and maintenance of a JMAT wide H&S Management System. JMAT considers health and safety a priority in its schools. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors.

Compliance with and commitment to this H&S Management System is MANDATORY and is designed to help everyone meet their H&S responsibilities. This policy will be reviewed annually and or as a result of direction from strategic partners and trustees. It is the responsibility of all Headteachers and or Heads of School to ensure that all staff are fully familiar with health and safety procedures, are appropriately trained and resourced to carry out their duties.

The JMAT core team continue to provide a professional and comprehensive service and are available to provide support, advice and guidance to all across the MAT.

## Policy Statement

**Aim:** The James Montgomery Academy Trust recognises that people are our key resource and aims to be an organisation that consequently at all levels of management including its most senior it is committed to ensuring the health, safety and welfare of its employees, contractors, pupils, members of the public and anyone else that comes in to contact with our work activities.

The Chief Executive accepts the duties and obligations imposed by legislation and recognises that this stance of compliance and commitment contributes to overall business performance by reducing injuries and ill health and therefore reducing unnecessary losses and liabilities. The achievement of a good health and safety record is as important as other business objectives and priorities.

The Strategic Leadership team both in JMAT and its schools will support the CEO in delivering this risk management process and integrating health and safety into every decision made across the MAT. Whilst accepting the minimum standards set by legislation, JMAT aims to produce high standards of health and safety and strives to create and maintain a culture of positive regard to ensure standards continue to be raised.

It is the role of everyone within the JMAT to work towards meeting our obligations together and every employee must take an active role in complying with and implementing the Policy effectively.

### **Objectives:**

- To provide adequate control of the health and safety risks arising from our work activities
- To demonstrate a positive culture towards health and safety and welfare of all in our employ
- To consult with our employees on matters affecting their health and safety
- To provide a safe working environment, with adequate welfare facilities
- To provide and maintain safe plant and equipment
- To ensure the safe handling and use of substances
- To provide suitable and sufficient training information, instruction and supervision for all employees as identified by both statute law, line management and appraisal
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To employ competent person or persons to ensure adequate control
- To commit to continuous improvement regarding the management of Health and Safety and the active reduction of accidents and incidents in number and severity
- To conduct, amend and review risk assessments for all workplaces and activities and their subsequent use to manage, inform and improve safety
- To encourage near miss reporting, recognising their value
- To implement an annual programme to audit Health and Safety
- To undertake both proactive and reactive measures to improve performance
- To revise and update this Policy as necessary at regular intervals

I urge all employees to co-operate fully with the measures the JMAT implement as a result of this policy to ensure, so far as is reasonably practicable the health and safety of both themselves and other.



A handwritten signature in black ink, appearing to read 'D Silvester'.

**David Silvester *Chief Executive Officer***

## Legal Framework

This policy gives due regard to the relevant legislation and guidance

- Health and Safety at Work Act 1974
- Management of Health and Safety Regulations 1999
- Management of Health and Safety Regulations (Amendment) 2006
- Control of Substances hazardous to Health 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- **Coronavirus Act 2020**

This policy will be implemented in conjunction with but not limited to the JMAT's:

- Child Protection Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing
- Supporting children with Medical Needs
- SEND
- Intimate Care Policy
- **Infection Control Policy**
- **Covid First Aid**

## Organisation – Duties and Responsibilities

### **CEO**

- Has ultimate responsibility for ensuring that risks encountered in JMAT are properly managed.
- Must ensure that the **Health and Safety Champion** has necessary competence, resources and the support of other management to carry out their functions.
- Requires that all staff carry out their responsibilities for and comply with this Health and Safety Management System and ensure responsibilities are assigned appropriately
- Is responsible for ensuring that Health and Safety issues are considered when making strategic decisions or specific plans.
- Will ensure that sufficient resources are made available to allow health and Safety to be adequately managed.
- Will consider feedback on actual performance and instigate any remedial action to overcome deficiencies.
- Will provide lines of responsibility for communication and consultation
- 

### **Health and Safety Champion will:**

- Ensure that health and safety is considered when developing policy and services
- Encourage commitment to best practice and ensure health and safety has a high profile
- Promote H&S awareness at all levels to that employees and others are protected and protect the JMAT's reputation.
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities where appropriate and requested
- Monitor and review health and safety including the policy and statement
- Investigate accidents and incidents and seek external professional engagement where necessary
- Monitor accidents and incidents including NEAR MISS reporting for trends and address procedure and policy where required

### **The Head of School/Headteacher will:**

- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure all staff are aware of their responsibilities and how the H&S management system applies to them

- Ensure Risk Assessment are completed and safe working practices are adopted by all
- Include Health and Safety is on the agenda of team meetings and solicit input from participants
- Fully investigate accidents and incidents and engage the support of the Health and Safety Champion appropriately
- Communicate issues that would benefit a wider audience by discussion or implementation
- Ensure adequate supervision, recruitment systems and training, coaching or other is deployed

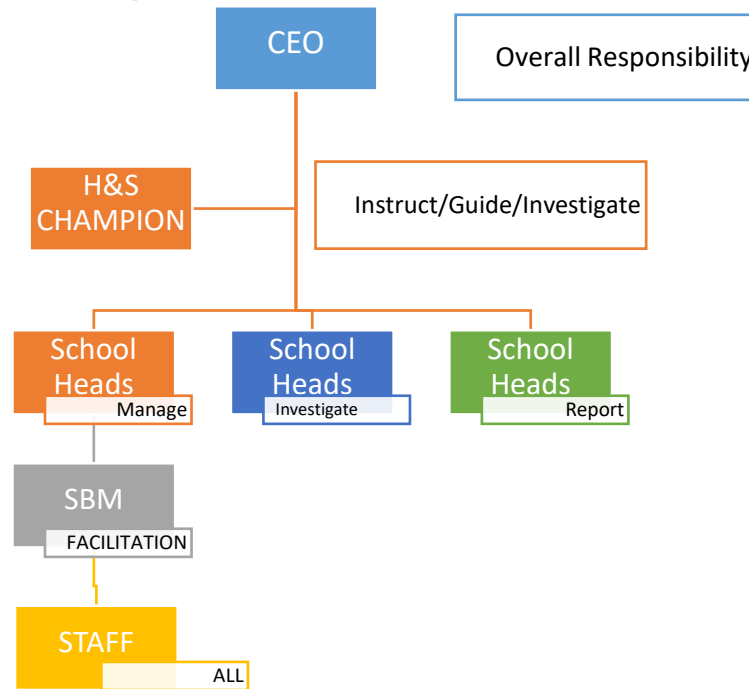
***All employees will:***

- Cooperate with and support the implementation of these health and safety arrangements
- Take reasonable care of themselves and others who may be affected by their acts and omissions
- Use all work items correctly in accordance with training and instruction – Not to misuse anything provided in the interests of Health and Safety
- Ensure as far as is reasonably practicable that their area of work and activity is safe
- Engage with headteacher in drawing up Risk Assessments for their activities
- Undertake any training needs identified in risk assessment of contained within this Management System
- Work to documented safe working practices, regulations, codes of practices and directed
- Report shortcomings to the school office so they can be recorded and shared with JMAT
- Report accidents/incidents or near misses no matter how minor

***Local Governing Body will:***

- Request reports on all accidents and incidents including near misses termly
- Ensure that the annual Health and Safety Audit System is applied and findings acted upon in so far as is reasonably practicable
- Appoint a specific governor to review H&S in school to monitor the upkeep of buildings and grounds as per the audit system, ensure that this is used to prioritise need and inform planning.
- Challenge the effectiveness of strategies deployed and report to JMAT any issues that would benefit a wider audience by discussion or implementation
- Ensure that regulations and legislation is followed
- Deploy appropriate disciplinary proceedings where any breach to health and safety is concluded by an employee

## Summary of Organisation and Responsibilities



## General Health and Safety Arrangements

### Introduction

This section outlines the main hazards and key issues that are relevant throughout the JMAT. It is recognised that there are issues, which must be covered by specific risk assessments and associated procedures. Detailed policies, guidance, and procedures can be found on the JMAT shared access portal or Safeguard i.e. Safeguarding, KCSIE 2019 etc.

### HSG65 – Health and Safety Guidance and Successful Health and Safety Management

Successful Health and Safety Management gives guidance that should form the basis of how JMAT is managed as regards to our health and safety commitments

This guide sets out best practice for effective management of health and safety, looking at different issues which may need to be addressed, be developed and implemented.

The key areas of successful H&S Management include:

- ✓ Health and Safety Policy
- ✓ Organisation/H & S Arrangements
- ✓ Planning and Setting Standards
- ✓ Measuring Performance
- ✓ Reviewing Performance and Audit

### Accident, Near Miss and Incident Reporting and Investigation

(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

- a) All accidents and incidents whether they result in injury, damage or near misses are to be reported using the appropriate JMAT accident/incident forms. (Oct 2019 version)
- b) All accident and incident forms should be sent to the JMAT H&S Champion and retained on site
- c) All serious accidents or incidents with a matrix score of above 9 should be investigated by Senior Leadership and or the H&S Champion.
- d) All serious accidents or incidents should be accompanied by witness statements.

- e) Investigations, reporting and recording of accidents/incidents, whether they result in injury, damage or near miss and dangerous occurrences are to be carried out by immediate Line Managers or Supervisors and if necessary engage the services of the JMAT H&S Champion.
- f) Wherever possible reports should be accompanied by a signature from the injured party.
- g) For accidents and incidents involving employees, the Fair and just decision tree should be referred to for guidance.
- h) Injuries, diseases and dangerous occurrences will be reported to the Health and Safety Executive **and or other relevant public body (in the case of coronavirus LHPT)** by the JMAT H&S Champion.

### **Asbestos**

(Control of Asbestos Regulations 2012)

- a) All buildings and structures will have an assessment for the presence of asbestos containing materials.
- b) All assessments will be updated regularly or as a result of addition or change to the buildings and structures.
- c) No work will be permitted with the exposure of employees or others to asbestos containing materials having been carried out.
- d) Those employees, contractors and or other who may be exposed to asbestos whilst carrying out their duties will be provided with suitable and sufficient information, instruction and training.
- e) The Asbestos Registers will be reviewed and signed by contractors and staff when works are undertaken.
- f) All employees who may discover asbestos or suspected asbestos in the work place will be instructed to cease work until the material has been analysed by an expert.

### **Confined Spaces**

(Confined Spaces Regulations 1997)

Managers and Supervisors follow the principle:

- Avoid entry to confined spaces e.g. by doing the work from outside
- If entry to a confined space is unavoidable, follow a safe system of work; and
- Put in place adequate emergency arrangements before the work commences

Those employees who may enter confined spaces whilst carrying out their duties will be provided with suitable and sufficient information, instruction and guidance

### **Construction Health, Safety and Welfare (CDM)**

(Construction (Design and Management) Regulations 2018)

This regulations overall aim is for health and safety to be treated as an integral part of the project and not as an additional complication.

- a) Prior to commencement all projects involving building and construction should be evaluated for the application of CDM.
- b) All building and construction works should be carried out in a way that protects the health and safety of those working on site and others.
- c) Managers are responsible for carrying out site inspections on an appropriate basis depending on the nature of the work.
- d) For all major works or minor works that include the engagement of external contractors should be undertaken by an ISO Certified company and be appropriately project managed.
- e) Works on school premises which are intrusive will not be engaged without full Risk Assessment and Method Statements being obtained from the contractor – including confirmation of their Public Liability Insurance.



## **Consultation with Employees**

(Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996)

JMAT will consult with recognised trade unions and employee representatives, through HR as appropriate. Consultation is to take place where practicable, using existing procedures and in good time, so as to ensure effective consultation on matters which effect employees, **including the sharing of Risk Assessments**.

## **Contractors**

- a) Contractor work on our schools carries a dual responsibility. Employees organising such works should ensure that there is effective liaison with the contractor and that all parties involved understand their responsibilities in relation to health and safety (See CDM).
- b) Contractors when on site are expected to follow school safety procedure.
- c) Method statements and Risk Assessments should be obtained for all invasive works.
- d) Contractors will be expected to share their own Health and Safety Policy with the employing school.
- e) Contractors whose work requires them access to site **unaccompanied/ alone** should be required to present an up to date DBS certificate and where possible all should be escorted during their time on site.
- f) All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.

## **Display Screen Equipment (DSE)**

(Health and Safety (Display Screen Equipment) Regulations 1992)

These regulations only apply to those workers whose work regularly requires the significant use of display screen equipment.

- a) We will analyse workstations to assess and reduce risks.
- b) Make sure adequate controls are in place and provide information and training to meet the employee's needs.
- c) Provide upon request eye sight tests and specialist spectacles if needed.
- d) Review the assessment when the DSE or user changes.
- e) Employees will consult with JMAT about their health and safety and welfare to help manage associated problems.

## **Corporate Manslaughter and Corporate Homicide Act 2007**

The Corporate Manslaughter and Corporate Homicide Act 2007 is a landmark in law. Companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.

The Act, which came into force on 6 April 2008, clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety result in a fatality.

The JMAT will ensure that systems and procedures are in place, implemented and identified through this policy. JMAT will ensure that there are no practices, cultures, acts, attitudes or systems which are likely to encourage any serious management failure.

## **Electricity & Equipment – HSG107**

(Electricity at work Regulations 1989 and the Provision and Use of work Equipment Regulations (PUWER) 1998)

JMAT will ensure that in line with statutory obligations and regulations, precautions are taken against the risk of death or personal injury from electricity in the workplace. JMAT recognises its duties as an employer, sub-

contractor and tenant of public buildings and will ensure so far as is reasonably practicable that all electrical systems are constructed and maintained to prevent danger.

Those dangers are: electrical burn, electrical shock, electrical arcing, explosions caused by electricity and fires of electrical origin.

- We will do this by ensuring that all electrical equipment is tested annually and serviced with remedial works being implemented as a priority.
- Ensuring that no one overloads any source of electric within their work environment.
- Circuit conductors are protected in all areas to prevent shock.
- All exposed metalwork is protected by earthing or other means .
- Protecting electrical systems against short circuiting.
- Ensuring that any person working with electrical systems is appropriately qualified to do so and is deemed competent.
- Fixed wire testing will be carried out on a 5 year cycle.
- Portable Appliances will be carried out annually by a competent person.
- Staff will carry out daily visual inspections of all portable electrical equipment used in their daily duties and report any defaults to management.
- Any equipment in the JMAT and its school should be used safely and for its intended purpose only.
- Equipment identified as defective will be taken out of use immediately and labelled accordingly. Office staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment must be introduced to school without the agreement of the Head of School/headteacher.
- Electrical equipment will be tested regularly, and at least annually. Plugs and leads will be visually checked regularly by the user with any defect reported immediately.
- The outcomes of the annual electrical testing will be recorded in an inventory of all electrical equipment.
- Any electrical equipment used outside must be attached to the electric supply through a Residual Current Device (RCD), and any lead should be covered by mats to allow safe passage over the wire where appropriate/necessary.
- Electrical sockets should be switched off before a plug is removed.
- Fire-fighting equipment and alarm systems are maintained via annual contract.
- PE equipment is maintained via an annual contract.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

### ***Enforcement of Health and Safety***

JMAT are committed to ensuring that all contact with enforcement officers is recorded and matters of concerns addressed. Enforcement agencies are:

- Health and Safety Executive
- Environment Agency
- South Yorkshire Fire and Rescue Service
- South Yorkshire Police
- **Local Public Health Teams**

The appropriate management within JMAT have the authority to stop, suspend or restrict any operations being carried out by or on behalf of JMAT where practices or circumstances are deemed to present serious or imminent danger.

## **Fire and Emergency Arrangements**

(The Regulatory Reform (Fire Safety) Order 2005)

- JMAT Facilities Management will undertake a Fire Risk Assessment in all buildings operated in or unoccupied by JMAT and will ensure frequency of inspection and review of assessment to maintain compliance with law, regulations and guidance as and when it is amended.
- Periodic Fire Drills will be carried out and monitored by the School Business Manager and H&S Champion during Audit
- People with disabilities must be specifically catered for by the completion of Person Emergency Evacuation Plans
- Evacuation drills must be recorded in the Fire Log Book
- Fire Marshalls will be appointed voluntarily to assist in evacuation drills.
- All means of escape, fire detection, alarm systems and fire equipment will be fully maintained and subject to annual testing.
- All works undertaken within JMAT premises must include for consultation with the H&S Champion and link to CDM and Building Control where appropriate
- All works specifying alteration to premises will trigger a review of the Fire Risk Assessment to include the area(s) changed or addition to premises

## **Lock Down Procedures**

*JMAT recognises the potential threat of terrorism / violence to its employees and has procedures in place to react to such a threat. Our academy schools will*

- *Assess the risk of terrorist attack, aggression, violence, or potential violence to employees and others and take all reasonably practicable measures to eliminate or reduce the level of risk to health and safety.*
- *Ensure that employees do not address a situation alone and put themselves at risk.*
- *Ensure that staff know to report to the Health and Safety champion where exposure to violence etc. has occurred.*
- ***Produce an Emergency Plan to respond to all threats.***
- *Ensure a lockdown drill is rehearsed at least annually*

## **First Aid**

(Health and Safety at Work Act (First Aid) regulations 2011)

JMAT will ensure that arrangements are in place to allow for the initial management of an injury. JMAT will ensure that each academy school provides:

- Equipment and facilities that are adequate and appropriate for the enabling of first aid to be rendered to employees if they become ill at work.
- Suitable person(s) as is adequate and appropriate in the circumstances who hold appropriate qualification and receive additional training if required.
- A sufficient number of suitably trained person(s) to carry out the first aid duties in the absence of named personnel.

***First aid personnel and facilities should be available to give immediate assistance to casualties who suffer injury/illness at work and to summon an ambulance or other professional medical help***

**Training will be carried out by approved providers.**

**First Aid boxes will be regularly examined by the relevant first aider(s) or other appointed persons.**

Hazards and risks will be considered when assessing the first aid needs in the workplace, the nature and distribution of the workforce, the size of each organisation and remoteness of location of work.

Pupils will be considered within this policy and procedures.

A suggested minimum stock for first aid provision has been made available.

Best practice in our academies, following DfE guidance is to ensure all employees are suitably trained in delivering First Aid at Work with refresher training accessed every two years. Emergency First Aid at Work should be considered the minimum qualification for all other employees.

Full Paediatric First Aid Training must be made available to and be held by at least 2 members of staff in each academy setting. This training must be undertaken in full every 3 years.

### ***Hazards to Health***

(Control of substances hazardous to Health Regulations 2002 (COSHH), Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986)

These regulations designed to protect people against risks to their health from exposure to substances that are hazardous to health, which are either used or present in the workplace.

To comply with these regulations we will:

- Ensure that any substance or process, which is hazardous to health has been subject to appropriate assessment before use.
- JMAT Health and Safety Champion will assist in the preparation of COSHH assessments, measurements and evaluation of exposure and precautions to be taken where necessary.
- Share information on assessment to employees using those substances or processes.
- Legionella – specific Risk Assessments will be obtained by a professional body and checks will be carried out on site by appropriately trained person(s). Academies are responsible for controlling the risks associated with legionella bacteria arising from work activities and systems on its premises.
- Pathogens and exposure to diseases transmittable through animals of all species shall be monitored and work activities risk assessed appropriately for the person(s) exposed.
- **All schools with Pets or access to Pets will produce a Schools Pets Policy and appropriate Risk Assessment.**

### ***Health Surveillance***

Where employees are exposed to hazardous substances, JMAT will in line with the requirements of the regulations if there is a likelihood that exposure to a substance might cause an identifiable and or adverse health effect, provide adequate health surveillance and records obtained but kept confidential for monitoring purposes.

### ***Lone Working***

JMAT recognises that there are risks to employees working alone in the undertaking of their duties as employees. Specific Risk Assessments will be undertaken by managers for lone workers and further control measures will be implemented for reduce the risks. **In line with the Suzy's Personal Safety Code, schools should:**

- **Implement a buddy system (so colleagues always know each other's whereabouts and contact details. This should include checking in and out when meeting arriving at and leaving the property, including out of normal office hours.)**
- **Have a system in place for colleagues to raise the alarm back at the office in case of an emergency while working alone.**
- **Have a clear procedure to follow if someone does not return or check in when they were expected.**
- **Where possible arrange for viewers to visit the office before meeting them at the property so that colleagues have also seen them.**
- **Offer all staff a personal safety alarm and have discreet lone worker devices available. Before conducting a viewing, find out who else will be present in the property (current tenant, contractors etc) when you visit.**
- **Finally, make sure all staff are aware of and have access to the personal safety measures available.**

Employees will be informed of any additional risks that they may face as a lone worker.

Employees should avoid lone working wherever possible.

Best Practice - when two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible.

### **Key Holder Safety during Call Outs**

*Key holders on call out should be mindful of their own safety. If the police have left the premises a key holder can contact the police and request that they return before entering the building. Key holders should lock themselves in. Before leaving the key holder should ensure that the school is secure and the alarm re-set.*

*If any member of staff is on site and is concerned about people on or about the site they should telephone the police on 101 or on 999 if concerned about their own or the school's wellbeing.*

### **Manual Handling**

(Manual handling Operations regulations 1992)

Identified as lifting, pulling, pushing, putting down, carrying and or moving a load by hand or bodily force.

Managers will ensure that manual handling activities within their work areas and the employees who carry out these such tasks on a regular basis have been assessed to ensure risks are identified and minimised.

When assessing risk the following hierarchy must be followed:

Avoid – where reasonably practicable avoid the task, or consider automation.

Assess – If not able to be eliminated, assess the task to limit the load to as low as possible and ensure the person carrying out the task is deemed competent.

Reduce – once assessed the risk should be reduced as low as possible by the application of control measures.

**Pupils:** *In the event of children moving equipment (i.e. tables and chairs) the above applies and each child should be taught by demonstration/modelling of how to lift and move the equipment. Techniques should be revised at least each year with new classes. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.*

### **Noise**

(The control of Noise at Work Regulations 2005)

This regulation relates to maximum noise levels and exposure limits which are acceptable in the workplace.

Where employees are subject to undertaking activities that are noisy an assessment must be carried out to measure the audible density and exposure time to the employee. Maximum exposure value is 87cB taking account of reduction in of exposure provided with the use of PPE.

Further specific details are available upon request.

Health Surveillance will be provided for those who are regularly exposed above the upper exposure action value.

Environmental noise pollution should be referred to Environmental Health

### **Personal Protective Equipment**

(The Personal Protective Equipment Regulations 1992)

This regulation covers all clothing and equipment which can protect the employee from external hazards e.g. providing a hart-hat where there is danger of materials falling from height onto an employee's head.

**A Safe Place Strategy** must be the FIRST OPTION CONSIDERED – Risk Assess to identify and reduce risk, highlight hazard and degree of risk then applying control measure or engineer solutions to reduce or percent the exposure to the risk.

**A Safe person Strategy** should be used as a last resort, as this alone does not make the work activity safe. Used where controls and engineered solutions do not remove risk as a further control only.

All PPE required by employees to reduce risk of exposure whilst carrying out their duties must be provided by individual academies/schools.

Employees have a responsibility to co-operate with regard to PPE and must wear it when it is required as identified by Risk Assessments or method statements.

### ***Risk Assessment***

(The Management of Health and Safety at Work Regulations 1999)

Risk Assessments are a tool to ensure that adequate and appropriate precautions/controls are in place to protect employees and others. Headteachers and Managers will ensure that risk assessments are undertaken, maintained and reviewed for all activities in conjunction with the employee undertaking the task.

All activities which present a significant risk to employees or others must be accompanied by a suitable and sufficient risk assessment.

Risk Assessment Process involves an estimation of the likelihood of injury or ill-health arising from accidental exposure to hazards.

**An accident is an unplanned event resulting from exposure to hazards.**

Process of risk assessment should involve 5 steps

1. Identify hazards and decide if they are significant (employees should be involved in the process)
2. State who may be harmed and how (e.g. employee, public, pupil etc.)
3. Look at existing precautions and control measures to decide whether they are adequate or whether further controls are needed. Ensuring High level Risks are eliminated where possible)
4. Record findings from risk assessments and inform all employees
5. Review and revise the risk assessment as necessary, especially where work practices or environments are changed

Managers must ensure that everything reasonably practicable is put into place to maintain a Safe Working Environment for staff, pupils and visitors.

The JMAT Risk Register and RA Tool should be used to create all Risk Assessments with display of Risk Assessment made to high risk areas or public areas. Others can be displayed at the headteacher discretion.

Risk Assessments will be reviewed at least annually locally and periodically monitored by the JMAT H&S Champion.

**Risk Assessments must be made available for all staff to read and their considerations welcomed and incorporated where practicable.**

### ***Vehicles on Site***

Parents are requested not to bring their cars onto the school site. Car parking space is reserved for staff members. Parents collecting children who are injured or unwell should make arrangements with the individual academy if parking is required.

Wherever possible deliveries should be made once pupils are safely in the building.

Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

## **Medication Policy**

In line with the JMAT **Supporting Pupils with Medical Needs policy**, if a child requires prescribed medicines whilst in the school, the parent must complete an Administration of Medicines/Treatment (Form of Consent), which is available from the school office. Once completed these forms should be kept in the school office.

All medication should be stored safely either in the fridge, in the stationery cupboard or in the medicine box in the school office.

All medication, except inhalers, must be recorded when taken on the appropriate 'Administration of Medicines/Treatment' Form, which is kept in the school office.

It is the responsibility of the administration staff and class teachers to ensure children have access to inhalers/medicines on any off-site visits.

## **Staff Health and Welfare**

### **Stress (see Appendix)**

Employers have a legal obligation to ensure the health, safety and welfare of its employees. As part of this, **an employer must conduct risk assessments for work-related stress and take actions to prevent staff from experiencing a stress-related illness because of their work.**

*Stress is defined as the 'adverse reaction people have to excessive pressures or other types of demand placed on them'. Most staff benefit from a certain amount of pressure in their work. It can keep them motivated and give a sense of ambition. However, when there is too much pressure placed on them, they can become overloaded. Stress can affect the health of staff, reduce their productivity and lead to performance issues. Stress is not an illness, but the psychological impact can lead to conditions such as anxiety and depression. Stress, anxiety and depression can also increase the risk of conditions like heart disease, back pain, gastrointestinal illnesses or skin conditions.*

What causes stress?

There can be a variety of causes of stress. For example, financial problems, difficulties in personal relationships or moving house can all cause stress. Work can also cause stress. The HSE (Health and Safety Executive) has identified the six primary causes of work-related stress to be:

- The **demands** of the job - staff can become overloaded if they cannot cope with the amount of work or type of work they are asked to do
- Amount of **control** over work - staff can feel disaffected and perform poorly if they have no say over how and when they do their work
- **Support** from managers and colleagues - levels of sickness absence often rise if staff feel they cannot talk to managers about issues troubling them
- **Relationships** at work - a failure to build relationships based on good behaviour and trust can lead to problems related to discipline, grievances and bullying
- How a **role** fits within the organisation - staff will feel anxious about their work and the organisation if they don't know what is expected of them and/or understand how their work fits into the objectives of the organisation
- **Change** and how it is managed - change needs to be managed effectively or it can lead to huge uncertainty and insecurity.

Headteachers and Managers will ensure that staff are monitored for signs of work related stress.



## **Violence to Staff**

Staff should always take steps to minimise the possibility of violence in the school. Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

However on rare occasions when a negative attitude towards school or staff is expressed, this can result in aggression, verbal and or physical abuse towards members of staff or the wider school community. JMAT require its members of staff to behave in accordance with the Code of Conduct and act professionally in all situations, attempt to defuse the situation where possible and or seek the involvement as appropriate of other colleagues.

All members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self-defence. We expect parents and other visitors to behave in a reasonable way towards members of school staff. Within the **Appendix** we outline the steps that will be taken where behaviour is unacceptable. At all times the common purpose remains clear: to achieve zero tolerance of violence, threatening behaviour or abuse in schools, and to ensure all members of the school community, and all visitors to the school, can be confident that they are operating within a safe environment.

Types of behaviour that are considered unacceptable and will not be tolerated:

- Shouting at members of the school staff, either in person or over the telephone
- Physically intimidating a member of staff, e.g. standing very close to her/him
- The use of aggressive hand gestures
- Threatening behaviour
- Shaking or holding a fist or finger towards another person
- Swearing
- Pushing
- Hitting, e.g. slapping, punching and kicking
- Spitting
- Racist or sexist comments
- Breaching the school's security procedures
- Aggressive and threatening phone calls or emails.
- Aggressive or threatening behaviour towards staff or their families via social media.

*This is not an exhaustive list but seeks to provide illustrations of such behaviour.*

*Unacceptable behaviour if felt to be of a more serious nature and scale may result in the local authority and the police being informed of the incident.*

*Reporting of Violence to Staff will be made via the Accident and Incident Form issued direct to JMAT H&S Champion [JOliver@jmat.org.uk](mailto:JOliver@jmat.org.uk)*

## **Educational Visit Risk Assessment Tool (EVRAT)**

For any visit to take place off the school site, a letter home requesting permission is required. At the beginning of each academy year parents are asked to sign a form giving their permission for visits. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

Educational Visits must be logged by the schools EVC or headteacher, using the JMAT Google Form Format. This form is automatically shared with JMAT H&S Champion. All information must be submitted with Operator or Provider Risk Assessments and Public Liability Information provided in email format sent to [JOliver@jmat.org.uk](mailto:JOliver@jmat.org.uk). Schools own liabilities and responsibilities should be considered within schools own Risk Assessments and submitted to the H&S Champion.

**Swimming is considered as an educational entitlement, and the Risk Assessment must be obtained from the venue host.**

**Locality Walks should be subject to in house RA only and do not need to be added to the EVRAT system**



## Adverse Weather Procedure

In the event of the school closure:

- The Executive head/Headteacher will inform staff and parents/carers via text message
- The Executive head/Headteacher or ICT leader will post an update on the school website
- The site manager will display 'closure' signs on the school's entrance gates
- The Executive head/Headteacher will call and inform the local radio station
- The Executive head/headteacher will inform JMAT via the admin department.
- The Executive head/headteacher will inform the LA

In the event of the school having to close during the day, parents/carers will be contacted via text message or telephone, using the number provided on the emergency contacts list, and asked to collect their child from the school.

A closure of the school during the day and an early release of staff will only be considered in extreme circumstances. Skeleton and local staffing will remain on site to accommodate pupils who are unable to be collected earlier than the usual end of school day.

***JMAT must be advised of any school closures and can be contacted on 01709 763905 or via Jacqueline Oliver, Strategic Operations Lead***

**Decision to close** will be made by the Headteacher. The site manager and CEO should be consulted when making a decision about school closure.

In the absence of the Headteacher, the deputy Headteacher will assume the responsibility of the Headteacher in relation to this Adverse Weather section of the H&S Policy.

In the event of disruption to normal travel to work arrangements, for example, because of exceptionally poor weather conditions, employees should make every effort to get to school where it is safe to do so. This also includes in circumstances where the school may be closed to pupils.

Where the Headteacher considers it was not safe/possible for the employees to travel to school, or they instruct staff not to attend work, and it was not considered possible for an individual to work from home, time off with pay will be granted for the duration of the disturbance.

The school will close if one or more of the following conditions apply:

- The conditions on site are considered to be unsafe and are likely to present danger to users of the site
- The staff numbers are insufficient for the school to be operated safely

JMAT has a duty of care to anyone accessing the site and surrounding grounds.

JMAT will be liable if it is found that the school has been negligent in its responsibilities and has not taken all reasonable measures, given the circumstances, to ensure the health and safety of pupils, staff, visitors and parents/carers entering the school site.

The Headteacher is responsible for ensuring safety on the school site, in accordance with the school's health and safety policies and procedures. Staff, visitors and parents/carers have the personal responsibility to express caution and take responsibility for their own health and safety while on the school grounds. Individuals must take responsibility for the health and safety of any children under their supervision.

In the event of adverse weather conditions, the site manager will assess the school site and inform the Headteacher in a reasonable timeframe of the state of site.

A risk assessment of the site will be conducted in order to assess any potential hazards due to the weather conditions. Closing the school is a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions. When roads are impassable, the health and safety issue is overridden by the practical issue of access.

**Remaining open in adverse weather conditions** may result in access to the site for pedestrians being restricted. The site manager will place health and safety caution signs to warn users of the increased hazards on site. All pathways, wherever practically possible, will have been cleared and gritted and a notice will be erected to inform that vehicles and pedestrians entering the school grounds do so at their own risk.

At the Headteacher discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents/carers. All persons entering the school buildings are asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

**Limited staff numbers** During periods of adverse weather conditions, the school will be flexible with teaching when subject to reduced staff numbers. In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff. The school will continue to strive to provide high quality education in the given circumstances.

**Attendance Statistics** - Where the school is officially closed, all absence is registered as authorised.

When a pupil cannot attend the school due to adverse weather conditions, the pupil will be marked in the register as having an authorised absence and will therefore not affect the school's attendance statistics. If the Headteacher believes the pupil could have safely made it to school but did not attend, the pupil will be marked in the register as having an unauthorised absence.

Parents/carers acting on the assumption that the school would be closed, without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child's absence being registered as an unauthorised absence.

## **Emergency Plan**

In the case of an emergency, the school will follow their planned emergency procedure, in accordance with the [Health and Safety Policy](#).

All staff members who have agreed to perform certain tasks during an emergency will be trained to:

- Contact and liaise with emergency services
- Provide first aid
- Move children to a safe place
- Calm and comfort children
- Contact parents/carers
- Deal with any media interest

## **Insurance**

Schools are insured by the DfE Risk Protection Insurance administered by Topmark Claims Management Ltd with Risk Management advice from Willis Towers Watson.

Schools must display the Insurance Documentation.

## ***Monitoring, Evaluation and Policy review***

The policy will be promoted and implemented throughout the JMAT schools.

This policy will be assessed for its implementation and effectiveness **annually** by the **DSL** and the **Health and Safety Champion**.

The scheduled review date for this policy is **October 2021**

## APPENDIX

Procedures **must** be developed and provided in written format to support the implementation of this Health and Safety policy in our JMAT academies.

Schools should hold written procedures for the following:

<b>DATE IMPLEMENTED/REVIEWED</b>	<b>APX</b>	<b>PROCEDURE</b>
<b>Schools Own – JMAT Template</b>	1	Stress Policy
<b>Schools Own</b>	2	Lock Down Procedure
<b>Schools Own</b>	3	Lock Down Drill
<b>Schools Own</b>	4	First Aid and Replenishing of FA
<b>Schools Own</b>	5	Names of First Aiders
<b>Schools Own</b>	6	Evacuation Procedure in the event of Fire
<b>Schools Own</b>	7	Evacuation Procedure Drill
<b>Schools Own</b>	8	Evacuation Procedure – Critical Incident (exit from whole site)
<b>Schools Own</b>	9	Legionella Water Controls
<b>Schools Own</b>	10	Asbestos Exposure Controls
See JMAT Template	11	CDM Procedures
See JMAT Template	12	Violence to Staff Procedures