

# HEALTH AND SAFETY POLICY



<b>Summary</b>	Health and Safety Policy		
<b>Responsible Person/Author:</b>	Facilities and H&S Manager		
<b>Applies to:</b> (please check as appropriate)	<b>Staff</b> <input checked="" type="checkbox"/>	<b>Student</b> <input checked="" type="checkbox"/>	<b>Community</b> <input checked="" type="checkbox"/>
<b>Ratifying Committee(s)</b>	Finance & Resources Committee		
<b>Available On:</b>	<b>SharePoint</b> <input checked="" type="checkbox"/>	<b>Website</b> <input checked="" type="checkbox"/>	
<b>Date of Approval</b>	27 January 2025		
<b>Effective from:</b>	28 January 2025		
<b>Date of Next Formal Review:</b>	April 2026		
<b>Review Period</b>	1 Year		
<b>Status:</b>	Statutory		
<b>Owner</b>	RMAT		
<b>Version:</b>	8		

#### Document Control

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>
June 2018	1	Policy first implemented	N/A
June 2019	2	Policy reviewed	Changes to named persons and responsibilities, inclusion of management structure
November 2019	3	Policy amended	Updates to General Awareness Section
January 2020	4	Policy amended	New RMAT template and updates to responsibilities
May 2020	5	Policy amended	COVID-19 addendum
April 2021	6	Policy Reviewed	New format
January 2023	7	Policy Reviewed	Changes to named persons/titles & Head Office location
April 2024	8	Policy Reviewed	Changes to named persons
September 2024		Policy Amended	Changed following new precedent

## Contents

Document Control.....	2
Introduction.....	4
Management Control .....	4
General 4	
Key Message .....	4
Policy and Procedures .....	5
Part 1 – Trust Health and Policy Statement .....	5
Part 2 - Responsibilities for Health and Safety .....	7
Overall and final responsibility for health and safety.....	7
The Board of Trustees.....	7
Health and Safety Trustee .....	8
Day to day responsibility for ensuring this policy is put into practice. ....	8
Responsibility for ensuring health and safety standards are maintained.....	13
Part 3 – Arrangements for Health and Safety.....	15
Introduction .....	15
Risk Assessment .....	15
Safe Systems of Work.....	16
Training 16	
Communication, Consultation, and Information .....	17
Workplace Safety .....	17
Site security and visitors.....	18
Accidents, Incidents, Near miss reporting and investigation. ....	19
Part 4 – Asset Management .....	20
Building and site maintenance.....	20
Asbestos Management.....	20
Emergency procedures .....	21
Occupational Health / Welfare .....	22
Contractor Management .....	23
Control of Substances Hazardous to Health .....	26
Food Safety and Hygiene including Allergens.....	26
Publication of this Policy .....	27
Appendix 1: Equality Impact Assessment .....	28

## Introduction

### Management Control

1. To ensure compliance with the requirements of section 2(3) of the Health and Safety at Work Act 1974, our Health and Safety Policy Statement, Responsibilities and our Arrangement documentation will be reviewed periodically as appropriate, and at least annually.
2. It is the responsibility of the Board of Trustees, together with the Facilities and Health and Safety Manager to review and ratify the documentation and plan for any amendments where necessary, recording the dates of all reviews, concluding with the Chair of Trustees and Chief Executive signing the policy.
3. The Chief Operating Officer has ownership for this document. A current version is available on the Trust intranet with a PDF copy of the Health and Safety Policy statement signed by the Chair of Trustees and Chief Executive.
4. If you have any queries regarding this policy or associated health and safety procedures, or suggestions for improvements please contact:

The Facilities and Health and Safety Manager, alternatively the Chief Operating Officer.

### General

5. RMAT comprises a number of schools (incorporating: BBG Academy, Brayton Academy, Churwell Primary Academy, The Rodillian Academy, The Featherstone Academy, and the University Technical College (UTC) Leeds) and is the employer for all employees of the Trust, we are based across North and West Yorkshire.
6. The Health and Safety culture of the Trust is the product of individual and RMAT values, attitudes, perceptions, competencies, and patterns of behaviour.
7. These determine the commitment to, and the style and proficiency of an organisation's Safety Management System (SMS). We expect every single person in RMAT to take ownership of this policy and so collectively build on our safety and environmentally aware culture.
8. Organisations with a positive health and safety culture are characterised by communications founded on mutual trust, by shared perceptions of the importance of health and safety and by confidence in the efficacy of preventative and improvement measures.

### Key Message

9. As a Multi Academy Trust operating within the Education sector in England, we shall define the responsibilities and relationships which promote a positive health and safety culture and secure the implementation and continued development of our health and safety policies.

To achieve this, structures and processes are needed which:

- Establish and maintain management control across the Trust as a whole.

- Promote co-operation between Principals, the Facilities and Health and Safety Manager, Premise Managers, and individuals across all areas of our organisation so that health and safety compliance become a collaborative effort.
- Ensure the communication of necessary information throughout the Trust.
- Secure the competence of employees regardless of location, with their support and involvement.

### **Policy and Procedures**

10. The Trust Health and Safety Policy has been developed separately from the arrangements and associated procedures, which are published electronically on the Trust intranet.
11. In addition, systems are in place to ensure that associated procedures remain current and relevant, and that all our employees and staff are made aware of their contents. These documents can be printed for issue internally or sent to our stakeholders as an uncontrolled document.

### **Part 1 – Trust Health and Policy Statement**

12. RMAT is committed to providing and maintaining a safe and healthy environment for all its students, employees, members of Trust Governance, and visitors in our academies, and protecting the safety of all others who may be affected by our activities and services.
13. In recognition of our values of Aspiration, Resilience and Empowerment, RMAT recognises that decisions about workplace health and safety should be collaborative, reasonable, and proportionate, with the Chair of Trustees and Chief Executive Officer through the Board accepting:
  - Responsibility to lead RMAT in providing for the health, safety, and welfare of all.
  - All RMAT developments and decisions adequately reflect its health and safety intentions as outlined in this policy.
  - The need to actively encourage support and participation in health and safety improvement from all.
  - The requirements to be kept informed and alert to relevant health and safety risk management issues.
14. RMAT are committed to:
  - The prevention of incidents of personal injury, occupational illness and creating an accident-free environment
  - Minimising loss caused through near misses, fire, and our everyday activities.
  - Providing adequate information, instruction, training, and supervision to maintain competency at all levels as may be needed throughout the Trust.
  - Providing adequate resources to ensure continued improvement in health and safety management and performance
  - Encouraging and supporting line managers, employees, and staff in their resolution of safety issues to promote improvement.

15. Where RMAT enters into partnership agreements with other organisations to deliver services, or to undertake projects, we will establish that there is adequate coordination of health and safety arrangements between the partnership organisations.
16. Where we employ temporary staff in our academies, we will provide the same health and safety standards for them as we do for permanent staff.
17. It is essential that every employee recognise their duty to co-operate with our policy, to work safely and to prevent others from being exposed to unnecessary risk. All employees are required to exercise all reasonable care in respect of both their own health and safety and the health and safety of any others who could be affected by their acts or omissions at work. Furthermore, they are required to co-operate with RMAT in respect of health and safety matters by complying with all health and safety related policies, procedures, and requests, and implement training provided. Employees and staff are only to work within their personal competency level and report any unsafe practices or potential hazards regardless of location.
18. The Chair of Trustees and Chief Executive through the Board will undertake to ensure as far as is reasonably practicable, that employees do not work in unsafe conditions and will welcome the initiative of employees where health, safety and welfare matters can be improved.

**Signed by**



**Chair of Trustees**

**Chief Executive**

**Date: 28 January 2025**

## Part 2 - Responsibilities for Health and Safety

### Overall and final responsibility for health and safety

1. Overall accountability for health and safety lies with the RMA Board. This policy sets out in one place the roles and responsibilities, both collectively and individually of the Board of Trustees, the Health and Safety Trustee, and other key health and safety roles that have crucial roles in making sure risks are managed effectively, responsibly, and proportionately.

### The Board of Trustees

2. The Board of Trustees including the Chair and Chief Executive Officer carry key responsibilities, in line with current legislation and best management practice and are responsible for health and safety matters within their control and will:
  - Appoint a Health and Safety Trustee.
  - Review the Trust's Health and Safety performance via reports received from the Chief Operating Officer and Health and Safety Facilities Manager.
  - Provide leadership and set personal examples to promote a climate for the growth of a positive Health and Safety conscious culture.
  - Consider changes to health & safety legislation that are relevant to RMA and review how they have been or are being interpreted into systems and procedures and promulgated throughout the organisation.
  - Periodically review the Health and Safety Policy and Health and Safety Objectives for health and safety, compliance, and improvement within RMA, and monitor performance against both.
  - Monitor the effectiveness of the communication of the Trust's Health and Safety Policy, through others, at all levels throughout the organisation.
  - Check and review the established systems that monitor and review the health and safety performance of the organisation.
  - Assign responsibilities throughout the organisation to affect the initiative-taking undertaking of health and safety control measures and systems.
  - Provide resources and funds to support effective Health & Safety Policy implementation across the Trust.
  - Ensure that management systems are effective in obliging employees and staff to only operate within the limits of their personal competencies.
  - Review the results of consultation with employees and give resulting proposals from employee's proper consideration.

### Health and Safety Trustee

3. The health and safety trustee will:

- Suggest direction on communication of the Trust Health and Safety Policy at all levels and across all areas of the organisation.
- Provide on-going commitment to continuous improvement in health and safety performance and develop the collective vision and direction necessary to comply with and exceed where possible the relevant statutory provisions.
- Provide leadership and set an example to promote a climate for the growth of a positive health and safety conscious culture.
- Ensure that proposals from employees on health and safety matters receive proper consideration.
- Share advice with the Board on the interpretation and compliance with health and safety legislation and relevant health and safety codes of practice.
- Ensure that Health and Safety Objectives are set by the Board for health and safety improvement within RMAT, are communicated to all staff across the Trust (via the intranet and through each separate academy).
- Take reasonable steps to ensure systems are established to monitor and review the health and safety performance of the Trust and further that they are implemented and maintained.
- Shall cause the safety training needs of employees to be reviewed annually through the Trust in liaison with the Chief Operating Officer and the Facilities and Health and Safety Manager.

### Day to day responsibility for ensuring this policy is put into practice.

4. The Board of Trustees and Chief Executive have assigned health and safety responsibilities as follows:

5. **The Facilities and Health and Safety Manager:**

- Provide leadership and set an example to promote a climate for the growth of a positive health and safety conscious culture.
- Will Chair Health and Safety Committee meetings reporting back to the Finance and Resources Committee of the RMAT Board.



- Will conduct periodic health and safety walks, inspections, and audits to ensure requirements to monitor, review and record safe systems of working within RMAAT academies are met.
- Will seek support and professional advice from external advisors where necessary. Provide professional health and safety advice to the Board and academies as necessary and assist in the planning and promotion of health and safety programmes.
- Ensure that the Trust Health and Safety Policy, general arrangements and procedures are kept under review and formally reviewed annually.
- Ensure that the entire Trust Safety Management System (SMS) in terms of health and safety processes, and procedures are kept under review and where necessary updated to reflect changes in legislation or best practice.
- Recommend, monitor, and track health and safety objectives and improvement targets and provide periodic feedback on progress to the Board of Trustees through regular reports.
- Periodically, oversee and deliver health and safety walks, inspections, and audits, providing feedback on the success of auditing and inspection programmes throughout the organisation.
- Ensure that all accidents, incidents, near misses and dangerous occurrences are reported and investigated thoroughly and where necessary reported promptly to the enforcing authority and internally escalated as required.
- Ensure that accident statistics are collated and where necessary corrective action is taken to reduce the chance of recurrence, and that these are effective.
- Ensure that new legislative requirements, which will have an impact on the organisation, are identified and reviewed after consultation with the Health and Safety Trustee and Chief Operating Officer, then as required, promulgated throughout the organisation.
- Report to the Chief Operating Officer on Health and Safety incidents.

## 5. Principals

RMAAT Academy Principals have the following responsibilities:

- Provide leadership and set an example to promote a climate for the growth of a positive health and safety conscious culture.
- Ensure that the Trust Health and Safety Policy is effectively implemented within the areas of their control, together with the arrangements necessary to maintain compliance with statutory requirements.

- Assign responsibilities within their academies and locations for day-to-day management and monitoring of health and safety issues including the use of work-related risk assessments and where appropriate safe systems of work.
- Ensuring that adequate and appropriate risk assessments are conducted and reviewed prior to any activity either on-site or off-site.
- Consult with the Facilities and Health and Safety manager to inform that person of any health and safety issues or risks that arise.
- Ensuring that the information on health and safety good practice that is available to academy staff and visitors is up to date, easily accessible and promoted throughout the academy. This includes the academy health and safety policy and risk assessment templates.
- Ensuring that all staff are fully trained and equipped to deal with health and safety issues and emergencies.
- Ensure that the board of trustees is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision.
- Ensure that all staff, students, and volunteers are aware of their health and safety obligations to one another.
- Ensure that regular practice fire drills are undertaken.
- Ensure that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, members of the public, statutory authorities etc.
- Ensure that funding is allocated to individual departments for their health and safety requirements.

**6. The Senior Leadership Team has the following responsibilities:**

- Provide leadership and set an example to promote a climate for the growth of a positive health and safety conscious culture.
- Ensure that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the academy.
- Ensure that any academy activity, either on or off-site, is risk assessed, and consideration has been given to health and safety in terms of the wider RMAT policy.
- Keep up to date with any changes to arrangements surrounding activities and the implications of these on health and safety.
- Ensure that all the relevant checks are done on the equipment and competency of contractors that come into the academy.
- Ensure that all staff and students are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing.

- Manage their budgets to cover health and safety maintenance, checks and provision for activities under their department.

## **7. Premises Managers**

- Provide leadership and set an example to promote a climate for the growth of a positive health and safety conscious culture.
- Premises Managers advise the Facilities and Health and Safety Manager, ensuring that details related to health and safety management are passed on. They provide support and advice to the Senior Leadership Team and staff.
- Premises Managers function as Health and Safety representatives for the site they are responsible for.
- Premises Managers will undertake periodic health and safety audits to ensure the site they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. This person will formalise the on-site communication of health and safety matters with contractors that are appointed.

## **8. Line Managers and Supervisors**

Line Managers, whether Teaching or Support Staff, where appointed, are responsible for:

- leading by example
- the practical implementation of the Health and Safety Policy and other subsidiary policies and procedures, the requirements of the Health and Safety at Work Act 1974 and other relevant legislation
- ensuring that operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others affected by their activities.
- obtaining and ensuring adherence to a safe system of work by competent employees and contractors
- ensuring that their area of responsibility is subject to risk assessment, regular inspections, and adequate supervision.
- ensuring that all accidents, incidents, and dangerous occurrences, within their area of responsibility, are reported. Reviewing all such reports and ensuring that a full investigation is conducted, and appropriate remedial action is taken where necessary.
- making adequate consideration to health and safety when specifying, purchasing, or hiring equipment or materials and ensuring that contractors under their control do likewise where applicable.
- ensuring that all students, staff, and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures.
- ensuring that all relevant training and preparation is conducted for all on- and off-site activities.

## **9. Employees and Staff**

In the UK, the Health and Safety at Work etc Act 1974, places certain legal duties upon all employees and staff, these are:

- To take reasonable care for the health and safety of themselves and of persons who may be affected by their acts or omissions whilst at work.
- Co-operate with the employer to enable them to perform their legal duties or any related requirements that may be imposed.
- To not intentionally or recklessly interfere with or misuse any item provided in the interests of health and safety.

In addition, employees shall:

- Report all accidents, whether injury is sustained or not and report all unsafe practices or potential hazards regardless of location (including a construction site)
- Attend or complete any health and safety training designed to further the needs of health and safety within the required time limit.
- Only conduct work for which they are specifically competent, qualified, or trained, and work within the constraints of agreed job risk assessments
- Adhere to any procedures or manufacturers recommendations that are provided regarding hazardous substances or machinery used at work.
- Not consume or abuse alcohol whilst at work as this represents a risk to one's own and others' wellbeing. Such abuse or behaviour resulting from the excess of alcohol may be treated as gross misconduct and may result in disciplinary action.
- Not participate in the taking of drugs (other than those prescribed by a Doctor) whilst at work. As with other health and safety issues drug abuse may be treated as gross misconduct and may result in immediate dismissal.
- Familiarise themselves with 'local' health and safety rules and procedures pertaining to working on any other premises or construction site. Employees and staff should operate to RMAT standards as a minimum or the contractors standards if higher or specialised.
- Seek advice from their Senior Leadership Team, Line Manager or the Facilities and Health and Safety Manager as required.

## 10. Volunteers

Volunteers including Members, Trustees and Local Review Board (LRB) members have the same responsibilities for health and safety as RMAT staff and will be expected to be familiar with RMATs health and safety policy and procedures.

## 11. Learners

While RMAT staff carry the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that learners understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the RMAT community, and allowing for their age and aptitude, learners are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene

- Observe all the health and safety rules of the academy, and particularly the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
- Behave sensibly around the academy site and when using any equipment.
- Report health and safety concerns or incidents to a member of staff immediately.
- Act in line with the academy behaviour policy.

## **12. Contractors**

All Contractors working on RMATs premises, or elsewhere on RMATs behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on RMAT premises or elsewhere on RMATs behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to conduct specific hazardous work, prior to their engagement.

**Responsibility for ensuring health and safety standards are maintained.**

### **Communication**

11. Part 1 of this Policy acknowledges the importance of involving all members of the RMAT community in matters of health and safety including by means of consultation and discussion to achieve a collaborative approach to health and safety. This is achieved through the Trust Health and Safety Committee which meets regularly and reports to the Board of Trustees.
12. Safety representatives of trade unions recognised by RMAT will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.
13. All members of the academy community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Principals or to the Board itself. Before making any decisions, which could have health and safety consequences for staff, the Trustees will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

### **Training**

14. Trustees along with Principals, Senior Leaders, and Managers of each Academy under RMATs overall authority are committed to involving employees at all levels in the maintenance of Health and Safety standards.
15. Training will include information regarding safe working procedures as well as such instruction and training that will enable our employees to identify hazards and introduce the appropriate systems for controlling them.
16. Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health and safety.

## Policy Review

17. The Health and Safety Policy is to be monitored and reviewed on a regular basis. For this to be successful a series of benchmarks need to be established. Such benchmarks, or examples of good practice, are defined by comparison with the health and safety performance of other parts of the organisation or the national performance of the sector. The Health and Safety Executive (HSE) publish an annual report, statistics, and a bulletin, all of which may be used for this purpose. See for example [Education statistics in Great Britain, 2023 \(hse.gov.uk\)](https://www.hse.gov.uk/statistics/education-statistics-in-great-britain-2023/) Typical benchmarks include accident rates per employee and accident or disease causation.
18. There are several reasons to review the Health and Safety policy such as, but not limited to:
  - Significant organisational changes have taken place.
  - There have been changes in key personnel.
  - There have been changes in legislation and/or guidance.
  - New working arrangements, work methods or significant changes in existing practice have been introduced.
  - There have been changes following consultation with employees.
  - The monitoring of risk assessments or accident/incident investigations indicates that the Health and Safety policy is no longer effective.
  - Information from manufacturers has been received.
  - Advice from an insurance company has been received.
  - The findings of an external Health and Safety Audit has been received.
  - Enforcement action has been taken by the HSE or Local Authority (LA).
  - A sufficient period has elapsed since the previous review.

## Monitoring, Reporting and Supervision

19. Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g. incident-led) and routine reports on the performance of the health and safety policy. Only a robust system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.
20. The Board of Trustees will ensure that:
  - appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates).
  - periodic audits of the effectiveness of management structures and risk controls for health and safety are conducted.
  - the impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board.
  - there are procedures to implement new and changed legal requirements and to consider other external developments and events.
  - sickness absence and workplace health will be monitored effectively to identify any underlying problems that could damage performance or result in accidents and long-term illness.

- workplace health and safety data are collected and reviewed to allow benchmarking against other organisations in the sector.
- senior manager appraisals include an assessment of their contribution to health and safety performance.
- contractor performance is reported and reviewed.
- supervisory and line management arrangements are assessed, clearly defined, and appropriately allocated – relevant individuals have the necessary skills and training.

## Part 3 – Arrangements for Health and Safety

### Introduction

1. The aim of our arrangements for Health and Safety is to prevent the delivery of unsafe or inadequate services as far as is reasonably practicable. To create a positive health and safety aware culture throughout the Trust which focuses on the wellbeing of our employees. This requires a personal commitment from all our employees and staff to take ownership of health and safety.
2. To raise awareness and create the right climate of health and safety consciousness throughout the organisation, ensuring that all relevant legal obligations are met and that wherever reasonably practicable, best practice standard requirements are met.

### Risk Assessment

3. Effective risk assessment is the foundation of all RMATs health and safety checks, and RMAT takes steps to ensure that all staff are confident and familiar with conducting risk assessments and recording and reporting risks.
4. Risk assessments are held centrally and will be reviewed:
  - at regular intervals
  - after accidents, incidents and near misses
  - after any significant changes to workplace, working practices or staffing.
  - after any form of notice has been served.
5. Under the Management of Health and Safety at Work Regulations 1999 the minimum RMAT must do is:
  - Identify what could cause injury or illness (the hazard)
  - Decide how likely it is that someone could be harmed (the risk)
  - Take action to eliminate the hazard if this is not possible then control the risk.
6. The level of detail in a risk assessment will be proportionate to the risk and appropriate to the nature of the work. The HSE provides further information and templates: [Risk assessment: Template and examples - HSE](#)
7. The Trust conducts risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the Trust does take reasonable steps to decrease risk as far as is reasonably practicable. Any activity that is considered too substantial risk to

the health and safety of our students, staff, or the public through risk assessment will not be conducted.

8. Risk assessments should be conducted in line with this policy.
9. The outcome of any risk assessment that identifies a significant risk should be assessed so that such risks are systematically eliminated or where that is not possible, to reduce them to the lowest level.

### **Safe Systems of Work**

10. Those with responsibility for RMAT employees, students and others have an inherent duty to identify risks to the health, safety, welfare, and security of RMAT employees, students, and others and for developing, maintaining, and monitoring safe systems of work.
11. Health and safety are everyone's responsibility, and everyone involved in RMAT has a continuous duty to work safely, undertake their duties and discharge responsibilities in a manner that protects their own safety and that of other employees, students, visitors, and members of the public.
12. In addition, RMAT has clearly defined health and safety responsibilities that are translated into specific responsibilities and targets for appointments within the Trust.
13. We expect individuals to take ownership of health and safety and help develop our health and safety culture by reporting all unsafe activities or potential hazards, regardless of academy or location.
14. Managers within these specified posts will undertake auditing, monitoring and inspection procedures ensuring that objectives and standards of safety are maintained and improved enabling the Trust to meet its safety objectives and targets.

### **Training**

15. Induction training will be conducted as soon as possible after an employee commences employment, ideally on arrival. The objective is to ensure that new employees are familiar with all aspects of health and safety that relate to their employment. Records of induction training will be kept.
16. Health and Safety Training needs over and above induction training should be identified by Line Managers either at induction, because of a change in working practice such as the introduction of new equipment or as part of the annual appraisal process.
17. Where annual refresher training is required for specific areas, a record will be kept and updated to ensure that knowledge and skills are up to date.
18. In house training on all machinery, tools and equipment is conducted prior to use and records maintained. Curriculum/Subject specific health and safety training is provided, and records will be kept and updated to ensure that knowledge and skills are up to date.



19. All contractors working on electrical installations will be suitably competent, qualified, and graded according to the Joint Industry Board (JIB) scheme. They will also hold the relevant Electro Technical Certification Scheme (ECS) card. Suitably vetted contractors will undertake electrical works.
20. All employees will have a health and safety training record which will be held by Human Resources. The Health and Safety Trustee may review this.
21. Training needs will be identified, arranged, and monitored by Human Resources.

#### Communication, Consultation, and Information

22. Regular meetings will be held to provide a forum for Health and Safety matters to be discussed.
23. The Health and Safety Committee has terms of reference which sets out what they will do to manage health and safety together.
24. If the Health and Safety Committee is discussing accidents, the aim is to stop them happening again, not to give blame. The Committee will:
  - Look at the facts in an impartial way.
  - Consider what precautions might be taken.
  - Recommend appropriate actions.
  - Monitor progress with implementing health and safety interventions.
25. Initiatives from employees on safety and health matters are encouraged, and these should be made through normal management channels. The Facilities Health & Safety Manager and the Health and Safety Trustee will be available for consultation on any health and safety matter.

#### Workplace Safety

26. The Trust will take reasonable steps to ensure that the academy environment and workplace is safe for learners, staff, and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in academies, and both contribute to good health and safety practice.
27. Any hazards around the academy site that are noticed by any member of the academy community should be reported to a senior leader.
28. Certain departments such as science labs and design technology workshops will have more health and safety risks due to equipment and substances being used in these lessons. **Information on health and safety in each department can be found on SharePoint.** Only teachers and students trained to use specialised equipment will be allowed to do so, with appropriate risk assessments being conducted prior to commencement of activities.

#### PD (Behaviour) Policy/Staff Code of Conduct

29. RMAT is concerned with ensuring the good health and safety of members of the RMAT community both on an individual basis and as a whole body. Appropriate and considerate academy behaviour and conduct is an important part of health and safety and there are various RMAT regulations in place to monitor behaviour, as well as provisions for behaviour support. [RMAT PD Policy](#), [Personal and Professional Code of Conduct for Staff](#)
30. Breaches of Health and Safety by students will be dealt with under the PD policy. Breaches of Health and Safety by staff will be considered breach of the staff code of conduct and be dealt with under the Disciplinary policy. Breaches of Health and Safety by members of Governance will be treated as a breach of the governance code of conduct.

#### Site security and visitors

31. School security is a vital component of good health and safety, and we want children and staff to feel safe in school.
32. To ensure that our Academies are a secure environment we:
  - Record details of all visitors entering and leaving the site,
  - Have designated key holders.
  - Engage the services of an alarm monitoring company.

#### Fire Safety and Evacuation

33. Each RMAT academy conducts whole school fire drills at least once per term. There are emergency exits located and signposted around the academy, and emergency procedures posters detailing what to do in the event of a fire are posted around the academy site, and available on the academy website.
34. Escape routes and fire doors are checked daily to ensure that they are free from obstruction.
35. Fire risk assessments are conducted, recorded, and regularly reviewed for each building. Fire alarm safety checks are conducted regularly and recorded.
36. The emergency procedures should be followed in the event of an evacuation of the academy for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are assessed along with other fire maintenance checks.

#### First Aid Arrangements

37. The Board of Trustees have put in place first aid procedures which are detailed in RMAT's first aid policy.
38. The Facilities Health and Safety Manager is responsible for reporting on first aid issues identified and conducting first aid risk assessments.
39. Risk assessments are stored on SharePoint and determine the minimum number of first aiders on each RMAT site.
40. Each academy also has an appointed person responsible for maintaining first aid equipment.

**Accidents, Incidents, Near miss reporting and investigation.**

41. In the event of an accident or near miss taking place either at the academy, or off-site on an academy-organised activity, the member of staff will immediately report to whomever is in charge. A first aider should assess the injury as soon as possible.
42. RMAT has accident forms which must be completed and stored for all accidents, major and minor.
43. An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed. This may happen in cases including but not limited to:
  - deaths
  - 'Specified injuries' in respect of employees or learners.
  - over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days).
  - 'Specified dangerous occurrences' (where something happens that does not result in an injury, but could have done)
  - 'Occupational diseases'
  - 'Injuries resulting in hospital visits directly from the scene of the accident, for treatment in respect of learners and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).
44. Senior Leaders, members of the RMAT executive or the board of trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.
45. Accident forms will be assessed on a regular basis to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

## Part 4 – Asset Management

### Building and site maintenance

1. The Principal is responsible for ensuring that the academy premises are maintained to comply with health and safety laws and are easily accessible and safe for the whole academy community.
2. Each academy will appoint a named person to be responsible for reporting any health and safety concerns relating to the academy premises. They will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work. This will entail filling out a risk assessment form and co-ordinating method statements, work permits etc. as required.
3. Where required the following records and management plans will be kept, updated, and shared as necessary:
  - Asbestos
  - Reinforced Autoclaved Aerated Concrete (RAAC)
  - Legionella
  - Construction, Design and Management Health and Safety file
  - LOLER records
  - Machine / equipment testing and certificates.
  - Gas Safety certificates
  - Electrical Safety certificates

### Asbestos Management

4. Whilst RMAT recognises the need to manage asbestos as a potential health risk to people in general and specifically to RMAT employees, learners, visitors, contractors, and/or members of the public, RMAT employees and staff are not permitted to undertake any work involving asbestos or surveying for asbestos. RMAT therefore intends to ensure that any potential risk to exposure is eliminated, or where this is not possible, reduced to the minimum level achievable in accordance with present knowledge and appropriate legal requirements.
5. If or where necessary, our academies will have asbestos management plans developed from surveys, active monitoring, and appointed asbestos managers to control the activities of contractors and maintenance staff that may involve working near or with asbestos containing materials.
6. It is the responsibility of each Academy Principal in conjunction with the Facilities and Health and Safety Manager to establish and implement systems and procedures to address the management of asbestos within buildings and to ensure competent and licensed contractors are appointed for any required works.

### Vehicle and pedestrian segregation

7. Where vehicle movement e.g. car parking / deliveries, will be away from footpaths, crossings, gates, and doorways.
8. Traffic entering academy premises will be controlled and monitored to ensure that vehicle movement is, where possible, reduced, and managed.
9. Where bus operators are required to collect / drop off children, RMAT will follow its managing contractor's policy. Specifically, RMAT will take reasonable steps to ensure that bus operators have the appropriate Operator's licence, are insured, buses are MOT assessed, and drivers have been DBS checked.
10. Children, staff, and visitors are reminded to be extra vigilant when crossing roads near to the academy at the start of and at the end of the school day due to the large numbers of vehicles and pedestrians around at that time. People are reminded that distractions such as wearing headphones, texting or otherwise using a mobile phone should not be engaged in.

### Emergency procedures

11. In the case of an emergency, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. In some cases, such as extreme weather, major power failure, or flooding, emergency situations cannot be avoided. In these circumstances the academy will conduct its emergency procedures which include:
  - Raise the alarm,
  - Evacuate,
  - Identify a place of safety,
  - Nominate competent, responsible people to take control,
  - Have appropriate equipment / first aid supplies available,
  - Communicate and regularly update key individuals.
12. There are a number of mechanisms in place to ensure that parents, staff, and children can be made aware of an emergency and remain informed. RMAT advises that in addition to the provision outlined below, parents and their children have their own individual arrangement planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the academy during a school emergency, but wait to be contacted, as it is important that school telephone lines are kept free for use by the academy itself.
13. **It is important that parents inform the academy immediately of any changes in phone number or address as it is vital that these are accurate in the academy records in case of an emergency.**
14. How the academy communicates with learners during an emergency:

- Email
- Text message
- Mobile communication platform e.g. Edulink

15. How the academy communicates with **parents/families/carers** during an emergency:

- Telephone call to home/mobile number of parents.
- Telephone call to emergency contact.
- Text message
- Email
- Mobile communication platform e.g. Edulink

16. RMAT will take initiative-taking measures to prevent emergencies, and the health and safety provision outlined in this policy is designed with this in mind.

#### **Occupational Health / Welfare**

17. The Board of Trustees takes the health and wellbeing of all RMAT young people and staff very seriously and acknowledges that in a busy and industrious environment, managing work-related stress alone can be exceedingly difficult.

18. We urge any staff member who is experiencing stress to talk to their manager or a member of the senior leadership team, and RMAT will do everything that it can to support them.

19. We will talk to members of staff to listen to their concerns and opinions about stress in the workplace as well as checking sickness absence records, staff turnover data, exit interviews, incident reports etc. to identify any problem.

20. RMAT is committed to identifying vulnerable students and staff, developing academy-based prevention programmes, and strengthening co-operation with mental health services, students, and parents.

21. RMAT is committed to investing in mental health, providing better information and awareness, increasing social inclusion and cohesion, supporting teachers, and involving parents and mental health services. RMAT will address any instances of bullying and will adopt methods to reduce bullying in our academies.

## Educational Visits

22. School trips, off-site visits, residential visits, and any school-led adventure activities are conducted as part of an enriched curriculum and to support the learning and development of our children. Before any activity is allowed to take place the board of trustees will ensure that:

- the objective of the visit is clear.
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable.
- they are informed well in advance about less routine visits.
- the Principal or group leader has shown how the plans for the visit comply with regulations and guidelines and with the school's health and safety policy.
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct learners.
- it assesses proposals for certain types of visits, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate.
- a sufficient level of insurance is in place.
- the Principal or group leader reports back after the visit where an accident has occurred which involves a member of the group receiving hospital treatment.

23. Off-site visits are carefully planned and detailed information obtained in relation to:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- work experience placements.
- work experience health and safety.
- off-site risk assessments
- safeguarding

24. Further details of RMAT requirements around off-site visits can be found in RMAT's Learning Outside the Classroom & Offsite Visits Policy & Guidance.

## Contractor Management

25. It is vital that any company or persons invited into an RMAT academy under a contractual agreement to work on maintenance or the building site operates under the highest level of health and safety possible and is aware of our policy and procedures.

26. It is the RMAT's Executive responsibility on behalf of the RMAT Board of Trustees to select and oversee the management of contractors.

27. When engaging a contractor the following will be considered:

- all aspects of the work will be identified and set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,
- memberships of professional trade bodies
- risk assessments and method statements.

28. We will co-ordinate with any contractor and ensure that they have information about the site available to them including the asbestos management plan, evacuation procedures etc.

29. For information on safeguarding children and young people against visitors or contractors to an RMAT academy, please read **our child protection and safeguarding policy**.

30. For further information on RMAT requirements for contractors, please read our control of contractors' policy.



## Part 5 – Equipment

### Display Screen Equipment (DSE)

1. RMAT recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:
  - Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
  - backache
  - fatigue and stress
  - temporary eye strain.
2. RMAT adopts the following precautions to ensure a safe system of work for any staff, learners, volunteers, and visitors to RMAT academies:
  - Work areas are risk assessed and arranged to enable safe practices to be conducted.
  - Regular breaks are taken when working with DSE.
  - RMAT encourages that staff, learners, and volunteers or visitors report to their manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.
3. RMAT promotes good DSE health and safety by encouraging users to use checklists when using such equipment:

### Machine maintenance

4. RMAT operates its academies in accordance with the *Provision and Use of Work Equipment Regulations 1998* (PUWER). These regulations require that the work equipment in schools be:
  - **suitable** for use, and for the purpose and conditions in which it is used.
  - maintained in a safe condition for use so that people’s health and safety is not at risk; and
  - inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are conducted by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.
5. RMAT ensures that risks created using equipment are eliminated where possible or controlled by:
  - taking appropriate **‘hardware’** measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
  - takes appropriate **‘software’** measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction, and training.

### **Control of Substances Hazardous to Health**

6. There are areas in academies where hazardous substances will be stored. RMAT has systems in place to ensure that hazardous substances are used correctly, and records are kept preventing the misuse or accidental misuse of such substances. The precautions RMAT takes include:
  - safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept on SharePoint. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage, and emergency measures in case of accident.
  - only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals.
  - clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container.
  - clear record of chemicals ordered, who they are ordered to, and that they are ordered for:
    - safe disposing of chemicals
    - appropriate PPE for use when managing hazardous substances.
    - strict 'off-limits' policy for learners. Learners will only be allowed to manage hazardous substances under the supervision of a member of staff (in science lessons, for example).
7. Substances that are for use in the science classrooms are under the responsibility of the Head of science. For more information on the control of these substances please see the supporting science department health and safety document, which can be found on SharePoint.
8. All COSHH signage must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended) relating to labelling and packaging of chemicals. Staff and students will be taught to recognise signs and any posters in use will display signs.

### **Food Safety and Hygiene including Allergens.**

9. RMAT engages in a range of activities involving food; therefore, it has responsibility for ensuring that food hygiene standards are met. This includes:
  - personal hygiene
  - opening and closing checks
  - clear and clean
  - chilled storage
  - separating foods
  - training and supervision

10. A number of items of equipment used in school kitchen areas or food technology rooms pose potential risks to users. We will therefore ensure that appropriate information and training at the outset is provided.
11. In accordance with the Gas Safety (Installation and Use) Regulations 1998, gas appliances will be professionally installed by someone registered with the Gas Safe Register. They will also be fully serviced by a Gas Safe registered engineer and will be sited where there is adequate ventilation. It is unlawful to use any gas appliance which is known, or suspected, to be unsafe.
12. Wherever food is prepared or served, safe and adequate cleaning routines need to be established to ensure compliance with health and safety requirements. Whether these duties are conducted by young people, teachers, caretakers, canteen workers, lunchtime supervisors or cleaning staff, it is vital that all involved are aware of these routines and that they are always followed. For example:
  - hands should be washed before and after cleaning routines, and consideration given to the wearing of protective gloves in certain circumstances (note that certain types of rubber gloves can cause anaphylactic shock where the user has an allergy or sensitivity).
  - cross-contamination issues should be addressed, e.g. different cloths for different surfaces.
  - an appropriate slip hazard warning sign should be used when mopping floors.
  - tasks involving the carrying of trays, equipment, buckets etc should not incur any manual handling risks.
  - any corrosive or irritant cleaning substances, e.g. bleach, are subject to a Control of Substances Hazardous to Health (COSHH) assessment and appropriate measures taken to avoid harm.
13. RMAT takes all allergies seriously and it is important that **parents inform the academy immediately** of any allergies and medications that might be required in an emergency so that a separate risk assessment can be undertaken.
14. RMAT operates its academies in accordance with the Food Information (Amendment) (England) Regulations 2019 which require all food prepared on site and pre-packaged for direct sale to display the following clear information on its packaging:
  - The food's name
  - A full list of ingredients, emphasising any allergenic ingredients.

#### Publication of this Policy

15. This policy is accessible via the RMAT website and RMAT academy websites.

## Appendix 1: Equality Impact Assessment

### Equality, Diversity, Cohesion, and Integration Screening.

As a public authority, the Rodillian Multi Academy Trust needs to ensure that all our strategies, policies, service, and functions, both current and proposed have had proper consideration of equality, diversity, cohesion, and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services, and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion, and integration.
- whether or not equality, diversity, cohesion, and integration is being/has already been considered, and
- whether or not it is necessary to conduct an impact assessment.

<b>Organisation:</b> The Rodillian Multi- Academy Trust	<b>Department responsible for the Policy:</b> HR / Facilities and Health & Safety
<b>Lead Person:</b> Facilities and H&S Manager	<b>Contact Number:</b> 07557552728

**1. Title:** Health and Safety Policy

**2. Please provide a brief description of what you are screening**

The Policy

<b>3. Relevance to equality, diversity, cohesion, and integration</b>		
<b>Questions</b>	<b>Yes</b>	<b>No</b>
Is there an existing or differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the Policy or proposal?		x
Could the proposal affect how services are organised, provided, located and by whom?		x
Could the proposal affect our workforce or employment practices?	x	
Does the proposal involve, or will it have an impact on: -? <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation, and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>	x	X X

**4. Considering the impact on equality, diversity, cohesion, and integration**

- **Scope of the proposal:** Students and staff.
- **Who is likely to be affected?** Students and staff.

<ul style="list-style-type: none"> <li>• <b>Consultation and engagement activities with those likely to be affected.</b> The Policy is available through the Trust and Academies websites and a written copy can be provided on request.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Key findings</b> We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The Trust is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas. The Policy has considered religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.  We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Actions</b> The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.</li> </ul>

<b>5. Governance, ownership, and approval</b>		
Please state here who has approved the actions and outcomes of the screening		
<b>Name</b>	<b>Job title</b>	<b>Date</b>
Adam Marham	HGC	31.05.24

<b>6. Publishing</b>	
This screening document will function as evidence that due regard to equality and diversity has been given.	
<b>Date screening completed</b>	31.05.24
<b>Date agreed at Trust Board</b>	27.01.25