

NMAT HEALTH AND SAFETY (H&S) POLICY (Statutory)



PREAMBLE

Every colleague of Nunthorpe Multi Academy Trust should read the Trust's H&S policy which draws attention to the specific obligations of the Board of Trustees.

This policy statement meets specific needs of the Trust's colleagues, students, visitors and members of the public who may use the Trust's premises.

All colleagues are reminded of their duties under Section 7 of the Health and Safety at Work Act 1974. Section 7 enables the premises to successfully carry out practices that are developed to ensure compliance with the Act.

All colleagues have the responsibility to co-ordinate with their Line Managers to achieve a healthy and safe workplace. Each colleague also has a responsibility to take reasonable care of themselves and of others who may be affected by their activities at work.

Overall responsibility for H&S within NMAT is that of the NMAT Board of Trustees.

GENERAL STATEMENT OF INTENT

The Trustees, Governors, Executive Principal and Heads of Schools will, so far as reasonably practicable, provide and maintain safe and healthy working conditions, equipment and systems of work for the colleagues and students in its premises. They also accept responsibility for the health and safety of visitors and other people entering or using NMAT's premises.

This policy allocates duties for safety matters and particular arrangements as set out.

This policy should be read in conjunction with the individual Academy's First Aid Policy. The Academy's First Aid Policy delegates responsibility for First Aid to the Executive Principal/ Head of School. The Head of School, in conjunction with the First Aid Co-ordinator, develops detailed procedures.

Both policies will be reviewed and updated - particularly when changes occur either to premises or personnel. The Executive Principal will ensure that this policy is kept up to date.

Colleagues

It is the duty of a member of staff to report any potential Health and Safety problem and also to ensure that they are satisfied that appropriate action is taken to remedy it.

Smoking

With regards to current legislation, this is extended to cover the whole site of each Academy and NMAT has adopted a total no smoking regime on its premises, including playing fields, car parks and external public areas.

This policy will be kept under regular review in light of legal developments and best practice.

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Environmental Policy Statement

NMAT accepts responsibility for the harmful effects its operations can have on both the local and global environment and is committed to reducing them.

NMAT Academies will comply with all relevant environmental legislation and will implement programmes for its staff to raise awareness of environmental issues and enlist their support in improving the school's performance.

NMAT will encourage the adoption of similar principles by its contractors and procure services, materials and equipment from sustainable sources where practicable.

Health and Safety Audits and Inspections

These inspections and audits are carried out regularly by the Health and Safety Team of Redcar and Cleveland Borough Council or other authorised/approved contractor/person.

Violence to Staff

Definition of Violence:

Violence at work can include any incident in which a colleague is abused, threatened or assaulted. As such it can include:

Physical Attack – whether visible injury occurs or not.

Animal Attack – where an animal is used as a threat.

Verbal Abuse – when a colleague feels threatened. This would include sexual or racial abuse by a member of the public.

Attack against property.

All incidents must be reported immediately to the Senior Leadership Team.

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NUNTHORPE ACADEMY

RESPONSIBILITIES

The following persons have responsibilities for health and safety at Nunthorpe Academy premises.

Executive Principal

The Executive Principal has overall and final responsibility for health and safety in the Academy's premises and for drawing the attention of colleagues in these premises to the statement of Health and Safety Policy.

Buildings Development Manager

The Buildings Development Manager will be responsible for health and safety in the Academy's premises in the absence of the Executive Principal.

Fire Wardens

The Academy's Fire Wardens are:

Delegated on a Biennial basis currently Heads of Department / Assistant Heads of Department
Head of School
Vice Principal
Buildings Development Manager
Attendance Officer

If they are unavailable, then any member of the Senior Leadership Team can act as replacement.

RISK ASSESSMENTS

These are to be carried out by each individual Faculty/Area within the Academy with supervision by the Buildings Development Manager (if required).

Expectant mothers must notify the Trust's HR department to have a risk assessment carried out by the Building Development Manager at the earliest opportunity.

Risk assessments must be carried out for all external trips.

Risk assessments must be reviewed if any change in practice takes place and also updated on a yearly basis.

COSHH (Control of Substances Hazardous To Health) Assessment

All COSHH documents should be kept by individual Faculties/Areas within the Academy **and followed to the letter.** Any new hazardous materials should be accompanied by COSHH forms. If they are not then the Head of the relevant department/area needs to chase this up immediately; if unsuccessful, this urgent problem must then be passed on to the Buildings Development Manager.

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Any queries with regards to the above MUST be passed to the Buildings Development Manager immediately.

COSHH Assessors

Glen Harris, Buildings Development Manager
Adrian Sturman, Site Team
Lee Hendrickson, Site Team

Portable Appliance Testing (PAT)

This is carried out annually by an outside contractor organised by the Buildings Development Manager.

The Buildings Development Manager will arrange for all new electrical appliances to be tested. Colleagues are not allowed to bring any portable electrical equipment into the Academy as these may not meet the safety requirements for equipment in the workplace.

Watersafe Management and Legionella Testing

These are carried out on a monthly basis by Grahams in accordance with the Local Authority's strict requirements. The Buildings Development Manager will maintain a record of the monthly readings and these will be reported to the Executive Principal/Head of School as required.

Near Miss and Dangerous Occurrence

Any occurrence or event that may have resulted in loss or injury or caused damage to property must be reported to the Buildings Development Manager.

All staff should read the NMAT Near Miss Policy and follow the guidance therein.

Accident Recording and Reporting

All accidents and incidents must be reported to Reception or the Main office. They will follow the Local Authority's Corporate Accident reporting procedure which can be found in the Health and Safety file in the Main Office or the Building Development Manager's Office.

Safety Surveys

With regards to Health and Safety and the general upkeep of the Academy's premises, it is the responsibility of the Buildings Development Manager to carry out periodic checks and ensure the site is safe and tidy.

Reporting and Rectifying Faults

All faults or requests for minor jobs/works must be reported using the Maintenance Helpdesk on the Academy's intranet. Any major works or emergencies must be reported immediately to the Building Development Manager.

All faults and requests for minor jobs/works will be rectified by the Site Management Team according to an agreed schedule of work.

This policy will be kept under regular review in light of legal developments and best practice.

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General Fire Safety

It is the responsibility of the Building Development Manager to carry out periodic fire drills in accordance with the local Fire Authorities procedures.

It is the responsibility of the Site Management Team to ensure all fire routes are kept clear (on a daily basis) and carry out weekly checks of the Fire Alarm system.

Professional Association Representatives

The Academy has a representative from the following professional association:

NASUWT.

Training

It is the responsibility of all Line Managers to ensure any training necessary for colleagues is given or made available.

Safety training is undertaken during the colleague's induction into our Academy.

A copy of the Academy's Health and Safety policy and the Academy's obligations are held centrally on Share Point and colleagues will be made aware of this during their induction.

Control of Visitors

All visitors to the Academy's site must sign in at the Academy's Main Reception. At this time, they will be provided with a Visitors ID badge including health and safety information.

Control of Contractors

A Control of Contractor form **MUST** be completed before any works can be started on site by the contractor in question. This must be signed off by the Buildings Development Manager. These forms are obtained and filed in the Academy's Main Reception.

Colleagues Leaving The Site During the Working Day

For fire evacuation procedures, any colleague leaving the site during the normal working day **MUST** sign out using the appropriate signing in/out procedure at the Main Reception desk and sign back in on their return.