

HEALTH & SAFETY POLICY STATEMENT

Policy Author	Principal Business Manager/CFO
Date Last Reviewed	September 2020
Trust Key Reader	MG
Approved by Trust Board	22.10.20
Review Date	September 2021

LEARNER ENGAGEMENT ACHIEVEMENT PARTNERSHIP MULTI-ACADEMY TRUST

Section 2(3) Health and Safety At Work Etc. Act 1974

The Learner Engagement Achievement Partnership Multi-Academy Trust (LEAP MAT) acknowledges its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 to prepare and as often as may be appropriate revise its written statement of his general policy with respect to the health and safety at work of his employees and its organisation and arrangements for carrying out its policy.

LEAP Board's Statement of General Policy

Duty to Employees

- To make adequate arrangements to ensure, as far as is reasonably practicable, the health, safety and welfare of their employees. The duties extend to include:
 - the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
 - arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
 - the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees
 - so far as is reasonably practicable as regards any place of work under the Trust's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks
 - the provision and maintenance of a working environment for our employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
- To consult with our employees on matters affecting their health and safety.

Duty to our Students and Those Not Employed by the Trust

- To ensure, so far as is reasonably practicable, that persons not in LEAP's employment, including students, visitors and others, who may be affected thereby are not exposed to risks to their health or safety.

LEAP MAT Trustees' Commitment Statement

- Providing a clear Statement of General Policy, an organisational structure and arrangements for securing health and safety
- Promoting a positive health and safety culture throughout the Trust
- Providing a productive and safe learning environment
- Taking all appropriate steps to comply with Health and Safety requirements by ensuring adequate resources are available to address health and safety
- Controlling risks through adopted policies and risk assessment to reduce the risk of accidents and ill-health
- Consulting with employees and their representatives on health and safety matters
- Communicate that every employee has a duty to look after their own health and safety whilst at work and that of others who might be affected by their work. Employees must recognise and accept this responsibility and the duties allocated to them by LEAP Multi-Academy Trust
- Monitoring our health and safety performance and reviewing our policies to ensure their continued effectiveness
- Maintaining targets that foster continuous improvement
- Ensuring adequate welfare facilities are available.

Chair of the Board of Trustees, Mrs Kim Bottomley



Signature:

Date: 22.10.20

Role of the Chief Executive

The Chief Executive takes overall responsibility for LEAP MAT health and safety performance and in particular to:

- be aware of health and safety standards under health and safety law and Trust
- promote a positive health and safety culture throughout the Trust
- ensure effective communication, including reporting, is maintained between the Board and the Executive, including the Central Services Team and each Academy
- ensure decision-making is consistent with the health and safety policies and procedures and legislation
- ensure adequate resources are made available for health and safety from approved budgets or where additional funds are sought from the Board
- appoint a health and safety *Competent Person* for the Trust and ensure appropriate arrangements are made for
- see that health and safety performance is continually reviewed throughout the organisation, including the review of the health and safety performance of the *Academy Principal*
- ensure action plans for continuous improvement in health and safety are implemented
- as appropriate, represent the Trust in consultation meetings with our employee representatives

Chief Executive - responsibility in relation to Trust Central Team

- maintain and monitor managerial arrangements for health and safety in the Central Team, and ensure individuals fulfil their roles, including the promotion of a strong health and safety ethos in upholding the Trust's expectations; monitor and appraise health & safety performance; and address those that do not meet the required health and safety standard
- utilise resources secured by the Trust, including those through Central Services, in fulfilling their responsibilities
- address day-to-day arising issues with regard to the health, safety and welfare of employees in Trust Central Team in relation to their well-being
- take appropriate steps to ensure the health, safety and welfare of staff, pupils and others in the Trust Central Team's dedicated work areas. This responsibility will not duplicate the Academy Principal duties to maintain estates, plant and equipment in dedicated Trust Central Teamwork area which is incorporated in one of the Trust's Academy sites. Where the Trust provides premises dedicated to the Central Team that are not part of a LEAP Trust Academy site the Chief Executive is responsible in such dedicated locations
- ensure risk assessments are in place to allow for the prompt identification of potential hazards and the mitigation of risk
- ensure safe working practices and procedures, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- identify training needs to ensure that all members of staff receive adequate and appropriate training and instruction in health and safety matters

Role of the Central Services Team

Central Services provides the following support to the Trust:

- provide health and safety support services, including access to the *Competent Person*, as defined under the Management of Health and Safety at Work Regulations
- provide and explain central services arrangements regarding health and safety, including health and safety advice available to the Chief Executive, Academy Principals; infrastructure (e.g. the EVERY recording and monitoring framework), relevant central procurement services associated with health and safety (e.g. insurance engineer inspection arrangements, etc.)
- Provide a central storage location for model risk assessments and other health and safety resources and data
- to receive from, and report to, the Chief Executive periodic information from Academy Principals on significant health and safety performance and issues, including outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- to produce a consolidated Trust report annually to the Board on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- to provide an annual review of the health and safety arrangements to the Trust Board

Academy Arrangements

Academy Principal's responsibility for their Academy

In addition to the general duties of all employees, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any person using the premises or engaged in activities sponsored by the Academy and will take reasonably practicable steps to achieve this through the heads of the appropriate areas, senior members of staff and others as appropriate. The Academy Principal is responsible for taking all the necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are followed.

In particular, the Academy Principal will:

- be aware of Academy health and safety standards under health and safety law and LEAP Trust
- maintain and monitor a management structure for health and safety, and ensure the Leadership Team and ensure individuals fulfil their roles, including the promotion of a strong health and safety ethos in upholding the Trust's expectations; monitor and appraise health & safety performance; and address those that do not meet the required health and safety standard
- utilise resources secured by the Academy and wider Trust, including those through Central Services, in fulfilling their responsibilities
- ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the Academy premises and facilities
- ensure risk assessments are in place to allow for the prompt identification of potential hazards and the mitigation of risk
- address day-to-day arising issues with regards to the health, safety and welfare
- communicate health and safety information through line management with health and safety as an agenda item at all levels of team meetings, and Academy and Trust documentation
- ensure safe working practices and procedures throughout the Academy, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled
- identify training needs to ensure that all members of staff receive adequate and appropriate training and instruction in health and safety matters
- ensure that any defects identified in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe as far as is reasonably practicable. Where a dedicated Trust Central Team work-area is incorporated in the Academy site the estates duties placed on Academy Principal will include the safeguarding building infrastructure, estates services (M&E), plant and equipment to the locality
- receive reports from the Operations Lead, Staff and Safety Representatives of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues, and report to LEAP Central any significant failures or concerns
- collate accident and incident information
- carry out periodic reviews and safety audits on the findings of risk assessments
- consult with members of staff, including the safety representatives, on health and safety issues

Each Academy's Principal is required to affirm the Board's statement on Health and Safety and accepts her/his responsibility for the day-to-day implementation of health and safety in their Academy.

Name of Academy & Academy Principal:

Academy Principal signature: **Date:**

Role of the Health and Safety Group

The role of the Health and Safety Group is to:

- review the Academy's compliance with the Trust's health and safety policy
- to discuss and prioritise issues raised from the health and safety inspection report(s) of the Academy
- to monitor progress on agreed action points from health and safety inspection report(s)
- to review accident / near miss reports where referred by the Academy Principal
- to provide for employee consultation

The constitution of an Academy Health and Safety Investigation Committee comprises:

- Academy Principal
- Operations Lead
- Premises/Site Manager or representative from the site team

The Group may be attended by the Chief Executive and any other individuals required by her/him.

The following staff are invited to attend or participate in Health and Safety Group meetings or inspections as required:

- Union Health and Safety Representative(s)
- SENDCo
- Family Liaison Officer

Role of the Operations Officer

Each appointed Operations Officer is responsible in supporting the Academy Principal, as directed, for the day-to-day implementation of the health and safety policy and will be the designated contact with the LEAP Central Services, including:

- keeping the Academy Principal informed
- be aware of health and safety standards under health and safety law and LEAP Trust
- promote a positive health and safety culture throughout their respective Academy
- To act on behalf of the Academy Principal on all health, safety and welfare issues in relation to external bodies and agencies - HSE, Fire & Rescue Service, Local Authority, Insurance Risk Manager, etc.
- organising the Health and Safety Group
- refer matters to the Premises/Site Manager
- ensuring systems are available for the sharing of health and safety information to colleagues
- liaising with LEAP Central Services colleagues and secured support services, including building services
- organising Academy H&S training, including Induction and specific training for specialist staff
- arranging health and safety audits and inspections
- investigating safety matters raised by staff students or others and to take any necessary action
- being available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- maintaining up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training
- being available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- ensuring that materials and equipment purchased are safe and without risk to health when properly used
- ensuring that the circumstances of accidents and Dangerous Occurrences are properly reported including under RIDDOR (through LEAP Central Services), examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- Near-misses are suitably investigated and that lessons learned are agreed and shared.
- being responsible for other health and safety matters as reasonably requested by the Academy Principal and as indicated in the Organisation and Arrangements sections contained in this Policy

Role of the Premises Manager / Site Manager

Each appointed Premises Manager / Site Manager is responsible for:

- health and safety matters as reasonably requested by the Operations Lead and as indicated in the Organisation and Arrangements sections contained in this Policy
- ensuring plant and equipment requiring statutory inspection is inspected, where procured by the Academy or LEAP Central Services
- monitoring the safe running and maintenance and testing of premises plant and equipment
- ensuring the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm, Access Control and CCTV, where fitted
- ensuring COSHH and risk assessments are completed for the site team and premises
- being responsible for the appointment and monitoring of Academy initiated contractors (including in respect of H&S competence)

Role of SLT, Heads of Department/Faculty and Managers

All SLT, Heads of Department/Faculty colleagues and Managers must:

- take a direct interest in the Academy's health and safety policy and in ensuring that staff, students and others comply with its requirements. In addition, ensure new employees working within their area are given instruction in safe working practices and monitor the standards of health and safety throughout the area in which they work, and where necessary report to the appropriate individual, as appropriate, any health and safety concerns
- make themselves familiar with the requirements of health and safety legislation and risk assessments
- implementation and operation of the Academy's health and safety policy within their relevant departments and areas of responsibility as required by this policy or the Academy Principal's direction, including through job descriptions
- undertake specific risk assessments within their specialist area of responsibility, commencing with LEAP model risk assessments unless more specialist resource is available, including CLEAPSS for Science, D&T, Art

Responsibilities of all Members of Staff

All staff are expected to familiarise themselves with the health and safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

Staff should always take a common sense and proportionate approach, remembering that in Academies risk assessments and risk management are tools to enable students to undertake activities safely, and not prevent activities from taking place.

In particular, members of staff will, in addition to specific responsibilities delegated to them:

- be familiar with the health and safety policy and all safety requirements laid down by the Academy
- co-operate in respect of health and safety around the site and in office and learning environments
- ensure that staff, students, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively
- to check that all plant, machinery and equipment are in good and safe working order and adequately guarded before use. Not to make or allow improper use of such plant, machinery and equipment.
- use the correct equipment and tools for the job and wear/make use of any protective equipment or safety devices that may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
- report any defects in the premises, plant, equipment and facilities that they observe to the Health and Safety Manager or Academy site team
- take an active interest in promoting health and safety and suggest ways of reducing risks

Arrangements

Accident and Incident Reporting and Investigation

All accidents/incidents to employees and non-employees including those of violence and aggression must be recorded. The recording and reporting of all accidents / incidents will be in accordance with LEAP's requirements and the law. All accidents / incidents will be recorded on the appropriate LEAP form centrally and as required, to the HSE. The accident recording forms are provided in Appendix 3.

Relevant accident, near-miss incidents and reportable diseases must be reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health and Safety Executive.

LEAP Central *Competent Person* can be contacted, by telephone, for immediate notifications, or circumstances requiring support by an Academy. LEAP Central Competent Person will access the HSE telephone service to report fatal and major injuries only – call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30am to 5.00pm).

The Operations Lead is responsible for the investigation and notification of accidents / incidents and dangerous occurrences at their Academy. If necessary, LEAP Central Services will provide assistance in the investigation and to meet the needs of statutory and civil law requirements.

Advice on accident investigations is available in the LEAP MAT's **Accident Procedure** guidance, available on the EVERY document Management store.

For further information see www.hse.gov.uk/riddor

Asbestos

LEAP is committed to complying with the legislative requirements of the Control of Asbestos Regulations and associated legislation.

All Academies are required to hold an Asbestos Management Survey and an Asbestos Management Plan setting out the arrangements for the Academy.

Contractors

The Academy Principal will ensure that all contractors appointed are competent to undertake the task at their Academy. Academy Principal may refer to schemes such as the 'Contractors Health and Safety Assessment Scheme' (CHAS) standard in determining whether to appoint a contractor.

The Academy Principal will ensure there is effective liaison between themselves and the contractor. All parties involved should understand their responsibilities in relation to health and safety.

Display Screen Equipment (DSE)

Academies must comply with the Health and Safety (Display Screen Equipment) Regulations 1992.

The Academy Principal will:

- identify those employees who are DSE *users* as defined by the regulations
- carry out workstation assessments
- provide adequate information and training to users
- for users, arrange for the provision of free eye tests when requested, at intervals thereafter
- for users, arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.

Education Visits

The Academy Principal will ensure that the guidance in respect of Educational Visits is followed by all staff involved in organising visits, using Evolve and assessment routines.

The Academy Principal will ensure that approval is sought from the Local Governing Body for those visits requiring such approval. Further advice is available through outdoor education service level agreements and the Outdoor Education Advisers Panel (<http://www.oeap.info/>).

Electrical Installations and Electrical Appliances

The Academy must comply with the Electricity at Work Regulations 1989 and, in relation to equipment and plant, the Provision and Use of Work Equipment Regulations 1998.

The Academy Principal will ensure that:

- inspections, testing and certification of mains installations are undertaken in accordance with the Regulations
- electrical portable equipment is tested annually, or such period advised by an electrically competent person
- appropriate records must be maintained

Any person bringing personal electrical equipment into a LEAP workplace must ensure the Premises Manager is aware and agrees to its presence prior to it being introduced in the workplace.

Emergency Preparedness

The Academy Principal will ensure that a Critical Incident Management Plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the Academy. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- save life
- prevent injury
- minimise loss

This sequence will be regularly rehearsed by staff and students.

Fire and Emergency Arrangements

The Academy Principal will maintain a fire risk assessment for the Academy as required by the Fire Precautions (Workplace) Regulations 1997. The frequency of inspection and review of assessments depends upon the individual building risk categorisation and Building Regulations 2010.

The Academy Principal must ensure a termly evacuation drill of the Academy premises, including one early in the first half of the first term, is carried out. All persons using the building with disabilities must be specifically catered for in relation to their evacuation procedures. Evacuation drills are to be recorded in the Academy's Fire LogBook.

First Aid, Medicines and Infectious Disease

First Aid

The Academy Principal will provide first aid services and facilities for employees to the minimum standard as required by the Health and Safety (First Aid) Regulations 1981.

The number of first aiders will be in accordance with the Academy's first aid risk assessment.

Supplies of first aid material will be held at various locations throughout the Academy. These locations will be determined by the Academy Principal. They will be prominently marked, and all staff will be advised of their position. The materials will be checked regularly (not exceeding 3 months) and any deficiencies made good without delay by a nominated member of staff, who will also make an appropriate signed entry in the First Aid Treatment Book.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on Academy premises or as part of a school-related activity.

A DfE good practice guide, '*Guidance on First Aid for Schools*' has been written to provide advice for Academies on drawing up first aid policies and ensuring that they are meeting their statutory duties. A copy of this guidance on good practice can be found at: <https://www.gov.uk/government/publications/first-aid-in-schools>

Infectious Disease

Any suspected infectious disease should be reported to SLT which, if necessary, will seek medical advice from a doctor, the local authority or the Public Health England.

Administering Medicines to Students

The Academy undertakes to make appropriate arrangements for students with special medical needs either to keep safe and have access to their medication and/or to administer it when necessary. Suitable arrangements must be in place in each Academy. A separate policy "LEAP Supporting Students with Medical Conditions" is also in place.

Hazardous Substances (COSHH, etc.)

The Trust must comply with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002 and Control of Pesticides Regulations 1986.

The Academy Principal will ensure that any substance/process, which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start. The Academy Principal will ensure that COSHH assessments are made available and disseminated to those members of staff who will be using the substance.

The Academy Principal must ensure sufficient COSHH data is available for substances at the Academy, including those with - Cleaning contractor, Catering contractor, Science, Caretaking, Design and Technology.

Health Surveillance

The Human Resource provider for the Academy/Trust will offer an Occupational Health Service for employees. This service promotes and maintains the highest degree of physical, mental and social wellbeing for employees in all occupations. It will undertake to protect the employees from factors adverse to their health. The Occupational Health Service provider will be responsible for providing adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999 to those employees who are exposed to hazards.

Information, Instruction and Training Arrangements

Health and safety information, instruction and training form an integral part of the overall training within the Academy. The health and safety information, instruction and training needs of all members of staff will be the subject of periodic review and any necessary refresher training carried out. Staff should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. The Academy Principal will ensure that all health and safety training provided to their staff is recorded.

The Trust sets out its core training requirements for colleagues in the Trust Health and Safety Training Matrix in Appendix 1. This represents the minimum general requirements for identified posts. Academy Principals must ensure other needs, including those set out in specific policy documents, and those identified at their Academy are satisfied.

Management of Health and Safety at Work Regulations and Risk Assessment

The Trust is required to undertake risk assessments to comply with the Management of Health and Safety at Work Regulations 1999.

Risk assessment procedures must ensure the identification, assessment and subsequent control of hazards and risks to employees, pupils and others are suitable and sufficient. The Trust provides model risk assessments which require review by the Academy to ensure they reflect the circumstances being assessed. Regarding practical based subjects, Academies subscribe to the CLEAPSS resources, including health and safety, for Science, Design & Technology and Art. The Association for Physical Education (www.afpe.org.uk) provides guidance for PE. The National Society for Education in Art and Design (NSEAD) provides H&S Guidance (<http://www.nsead.org/hsg/index.aspx>) to schools. The Outdoor Education Advisers' Panel

(OEAP) supports schools <https://oeapng.info/guidance-documents/> through their extensive guidance and advice.

The Academy Principal is responsible for ensuring Academy based colleagues adopt and review their risk assessments every year, or as circumstances require. Copies of the assessments shall be available to relevant colleagues.

Manual Handling

The Trust is required to comply with the legislative requirements of the Manual Handling Operations Regulations 1992.

The Academy Principal is responsible for identifying all activities within Academy premises that involve manual handling and the staff who carry out these tasks as part of their normal working day. They must also make provisions for those staff carrying out manual handling activities on an occasional basis. Any members of staff who lift and carry as an integral part of their job (e.g. caretakers/grounds maintenance personnel) will receive training in manual handling including lifting techniques.

Untrained staff should not put themselves at risk. If there is any doubt about the risk involved, a risk assessment should be provided, or reviewed, by the Academy. Where a mechanical means of lifting and carrying has been provided it has to be used.

Monitor, Audit and Review

LEAP will provide safety audits of Academies to support their management of health and safety. This is orchestrated through Central Services.

Personal Protective Equipment (PPE)

The Trust must comply with the legislative requirements of the Personal Protective Equipment Regulations 1992. The Academy Principal will be responsible for identifying and issuing PPE based upon a risk assessment relevant to the specific task being considered.

Personal Protective Equipment (PPE) such as clothing/gloves/masks/helmets must be provided and used by all staff technicians, site staff and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories where activities require such protection.

Personal Safety

There is always the potential for risk to personal safety. The Trust's policy of having appropriate risk assessments/control measures in place to mitigate against such risk lessons, as far as practicably possible, that risk so as to enable people generally being able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

The Academy Principal is responsible for people, premises and services and will assess, through risk assessment, the risk of aggression, violence or potential violence to students and members of staff and take all reasonably practicable measures to eliminate or reduce the level of risk to their health and safety.

Employees must not go alone into a potentially dangerous situation or unnecessarily put themselves at risk.

Premises Inspections

The Academy Principal will ensure inspections of the Academy. Arrangements must be made to inspect methods of work and all academy-sponsored activities are undertaken to identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such inspections will be recorded and reported as required by LEAP.

Security

The Academy Principal shall ensure the Academy is securely shut up at the end of the day and the intruder alarm set. Key holders will be called out by security contractor/the police in the event of the alarm being activated. All alarm systems (fire, intruder, entry systems) and automated gate/door systems must be maintained.

Trainees, Agency Workers and Seconded Workers

The Trust recognises its responsibilities both as sponsor and managing agents to all its trainees and agency workers. Trainees and agency workers will be afforded the same level of commitment to health and safety as any employee. It recognises its responsibilities to all those workers seconded to them or working under the direct or indirect control of them via a partnership or other such arrangement (seconded workers). Seconded workers will be afforded the same level of commitment to health and safety as any employee.

Transport – Employee Vehicles, Minibuses, Occasional Business Use Coaches and Other Hired Vehicles

Own Vehicle Business Use

Where a member of staff uses their own vehicle for LEAP business, not including the drive to/from work, they are required to present the following prior to their use:

- their insurance for the vehicle, which must include ‘for business use’
- sign declarations about their health and motor related convictions and endorsements
- the V5 logbook or other evidence to validate their insurance against the nominated vehicle
- the unique code from DVLA to enable the Academy to check the driver’s driving licence for endorsements

Minibuses

D1 minibuses are used by LEAP Academies. Only authorised staff holding a D1 licence are permitted to drive D1 category minibuses. Staff wishing to drive a minibus must first present:

- the unique code to enable the Academy to check the driver’s driving licence for endorsements
- sign declarations about their health and motor related convictions and endorsements
- a valid MIDAS training certificate or equivalent

All drivers must adhere to the Academy’s rules on vehicle checks.

Academy Principals must ensure appropriate maintenance arrangements are in place and relevant permits for use are displayed.

Other Hired Vehicles

Academy Principals must ensure that third-party drivers and vehicles hired by the Academy meet the following requirements:

- all drivers are subject to a DBS check and approved by their employer as suitable for work with pupils
- relevant operator consents are held by the provider, including those issued by the DfT or local authority for the vehicle
- appropriate insurance is held by providers

Visitors and the Public

The Trust must conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out on Trust premises.

All visitors to Academies should report to main reception, sign in, be made aware of appropriate health and safety information (i.e. evacuation procedures) and issued with a visitor’s badge. All employees must enforce this sign-in procedure, challenging unknown individuals as to their presence on Academy sites. Where possible prior notice should be provided to reception.

Water Quality

The Academy Principal is responsible for ensuring that the control of water safety and the risks of legionellosis within the premises is assessed, managed and controlled in accordance with the Approved Code of Practice L8 and guidance document HSG274. The Academy Principal will appoint a responsible person(s) as set out in the guidance, which would normally be the Premises Manager /Site Manager. All responsible persons and staff employed in the monitoring or control of the risk should have suitable ability, experience, training and resources to enable them to carry out their role.

A risk assessment will be undertaken to conform to legislation and guidance. Any new work that takes place to any water systems must be compliant.

Control measures shall be in place to:

- monitor water temperature in calorifiers, tanks and at outlets
- clean and disinfected showers and other outlets that produce aerosols
- address other matters identified by the risk assessment, such as the flushing of pipework, etc.

Work at Height

The Trust is required to comply with the requirements of the Work at Height Regulations 2005. LEAP's model risk assessment includes control measures which have to be implemented for working safely at a height. Specific risk assessments are required where higher, more difficult the height, conditions and task require the need. All the necessary equipment must be safe and available before allocating a task at height. It is the responsibility of the Academy Principal to ensure suitable and sufficient assessments are undertaken beyond the scope of the model risk assessment.

Work Equipment

The Trust is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and ensuring that all work equipment (hired or owned) is registered and inspected in accordance with statutory requirements.

Academy Principals will ensure that all staff receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are engaged in its use. In addition, the Academy Principal is responsible for ensuring all equipment is maintained.

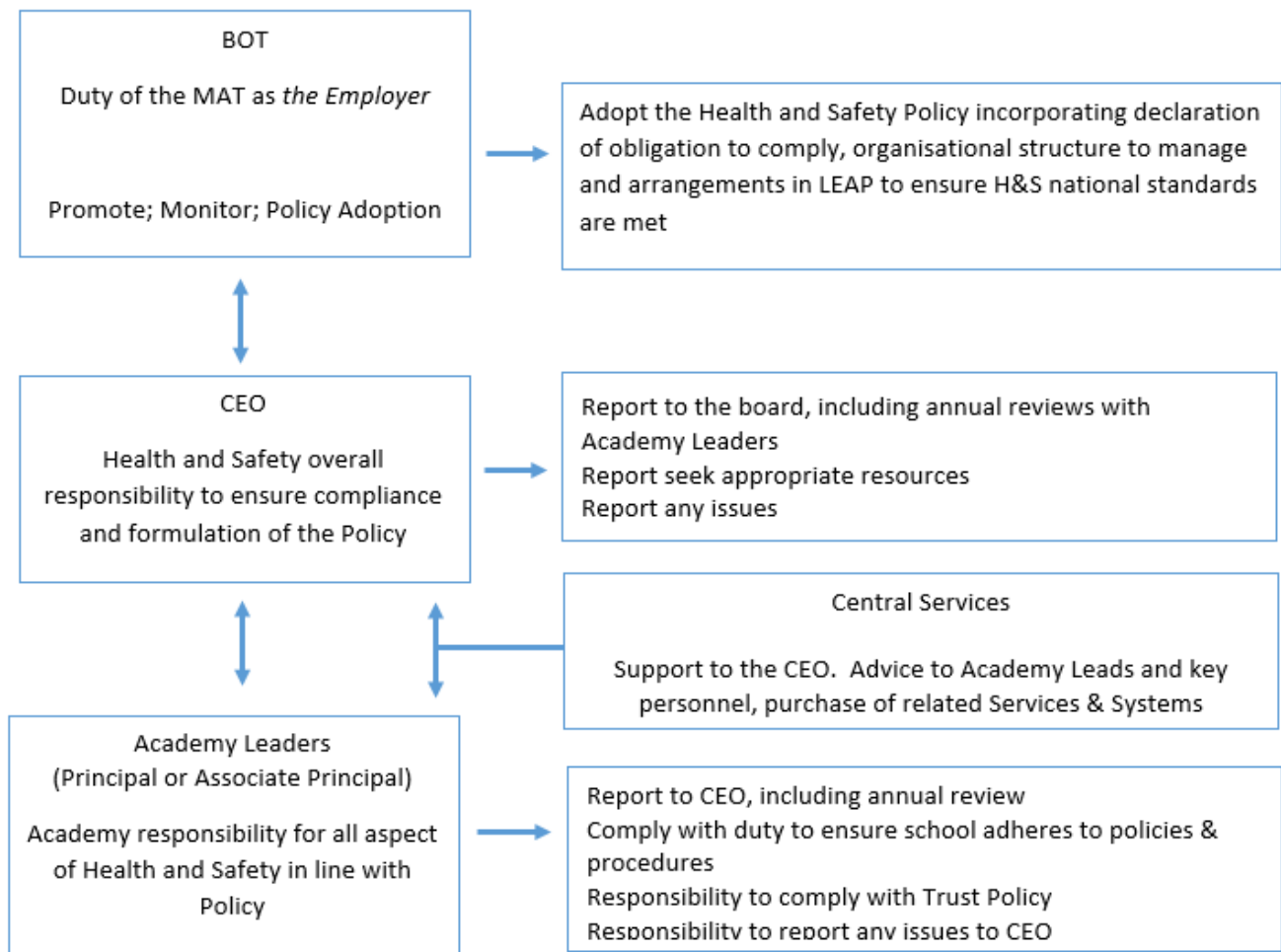
Workplace (Health, Safety & Welfare) Arrangements

The Trust is committed to providing compliant workplaces for all its employees and others who may enter their premises by implementing the Health, Safety and Welfare (Workplace) Regulations 1992.

Arrangements must be made by the Academy Principal to carry out a formal inspection of the premises, as and when necessary.

Appendix 1 – Summary of Duties

Health and Safety Accountability



Other roles are set out in the Policy

Appendix 2 - LEAP MAT Training Matrix

This document is available from LEAP Central Services

Appendix 3 Accident Record Forms overleaf

ACCIDENT REPORT
Accident involving an Adult
ALL SECTIONS OF THE FORM MUST BE COMPLETED.



1. Academy/Establishment								
2. Injured Person		Surname: _____						
Forename(s)	_____	DoB:	_____	Sex:	M	<input type="checkbox"/>	F	<input type="checkbox"/>
Home Address:	_____			Post Code:	_____			
Designation:	Employee	<input type="checkbox"/>	Member of Public	<input type="checkbox"/>	Resident	<input type="checkbox"/>	Other	<input type="checkbox"/>
If Employee: Based at which Academy	_____			Job Title:	_____			
Payroll Number:	_____							

3. Details of Accident	Date:	_____	Time:	_____
Workplace Address:	_____			
Address of accident if different from above:	_____			
Description of how accident happened (Note any equipment involved which could be a contributory factor). - <i>Please continue on a separate sheet if necessary.</i>				

4. Treatment of Injuries			
Injuries sustained (if any):	_____		
Action taken (First Aid, Hospital, etc):	_____		
Name and status of any witness:	_____		
Injured Persons Manager (or his/her representative):	_____	Date:	_____

5. RIDDOR Has this accident resulted in any of the following:

(please mark as appropriate)

- Employee absence for more than 7 days,
- Employee fatality or “**Specified Injury**”,
- Non-employee: fatality OR taken directly to hospital and receives treatment
- None of the above

If yes to any of the above notify the LEAP Health & Safety Officer, Richard Wheatcroft, who will determine if notifiable under the RIDDOR regulations.

6. Investigation

PLEASE ENSURE THIS SECTION IS COMPLETED by Manager, Supervisor, Dept. Head etc. without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safe working procedures and were they followed?

If appropriate are risk assessments in place for this work activity (*please mark as appropriate*)

Yes

No

Not applicable

If yes when was it reviewed last?

If no, give reasons as to why not?

Manager's Name (please print):

Manager's Signature:

Date:

Email this form immediately to: healthandsafety@leap-mat.org.uk

LEAP Health & Safety Officer, Richard Wheatcroft, who will determine whether it must be notified to HSE under RIDDOR

Employer:

***LEAP MAT (Co. 07361021), C/O Brinsworth Academy, Brinsworth, Rotherham S60 5EJ
(01709) 828383***

ACCIDENT REPORT

Involving a Student/Young Person

ALL SECTIONS OF THE FORM MUST BE COMPLETED.

HAS THIS ACCIDENT RESULTED IN THE INJURED PERSON BEING TAKEN DIRECTLY TO HOSPITAL FROM WHERE THE ACCIDENT OCCURRED?

**IF THE ANSWER IS YES, Contact the LEAP H&S Officer – Richard Wheatcroft
IMMEDIATELY**

When completed this form should be e-mailed to: healthandsafety@leap-mat.org.uk

1. Academy/Establishment			
2. Injured Person		Surname: _____	
Forename(s)	_____	DoB: _____	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Home Address:	_____		Post Code: _____

3. Details of Accident	Date: _____	Time: _____
Teacher/Person in charge	_____	
Location of accident (including room name or number where relevant)	_____	
Name and status of eye-witness(es) of the accident (if students or young people, please include their age)		
<div style="border: 1px solid black; min-height: 250px;"></div>		

Description of how accident happened (Note any equipment involved which could be a contributory factor).

--

4. Treatment of Injuries		
Description and site of the injury (if any) where known: (eg: cut to right knee)		
What treatment, if any, was administered and by whom?		
Was the injured person taken directly to hospital as a result of the accident (eg by ambulance, by a member of staff, or by a parent/guardian)	Yes/No	
Was a parent/guardian/carer contacted?	Yes/No	
Did the parent/guardian/carer attend?	Yes/No	

5. Investigation.

PLEASE ENSURE THIS SECTION IS COMPLETED by the Operations Lead without delay. Attempt to identify any factors which may have contributed to the accident and any action needed to prevent a repetition. Were there adequate safety procedures in place and were they followed?

--

If appropriate are risk assessments in place for this work activity (<i>please mark as appropriate</i>)				
Yes		No		Not Applicable
If yes when was it reviewed last?				

If no, give reasons as to why not?			
Name of person completing this form (please print):			
Name of Operations Manager (please print)		Date:	

Email this form immediately to: healthandsafety@leap-mat.org.uk

LEAP Health & Safety Officer, Richard Wheatcroft, who will determine whether it must be notified to HSE under RIDDOR

Employer:

***LEAP MAT (Co. 07361021), C/O Brinsworth Academy, Brinsworth, Rotherham S60 5EJ
(01709) 828383***

Violence to Staff Report



**ALL SECTIONS OF THE FORM MUST BE COMPLETED.
FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED**

1. Person Involved		Surname:					
Forename(s)		DoB:		Sex:		M	F
Home Address:			Post Code:				
Designation:		Employee	Member of Public	Resident	Other		
If Employee: Based at which Academy			Job Title:				
			Payroll Number:				

2. Details of Incident		Date:	Time:				
Location of the Incident							
Address of incident if different from above:							
Incident Type: <small>(mark all that apply)</small>							
Physical assault	Verbal abuse	Threatening gestures	Racial abuse				
Sexual abuse/harassment	Damage to personal/other property		Struck by Missile				
Description of how and where the incident took place (Note any equipment involved which could be a contributory factor). - <i>Please continue on a separate sheet if necessary.</i>							
Injuries sustained (if any):							
Action taken (First Aid, Hospital, etc):							
Name and status of any witness:							
Injured Persons Manager (or his/her representative):				Date:			

3. RIDDOR Has this accident resulted in any of the following:

(please mark as appropriate)

- Employee absence for more than 7 days,
- Employee fatality or **“Specified Injury”**,
- Non-employee: fatality OR taken directly to hospital and receives treatment
- None of the above

If yes to any of the above notify the LEAP Health & Safety Officer, Richard Wheatcroft, who will contact the Emergency & Safety section of RMBC (as Service Provider) immediately on 01709 823720

4. Details of Assailant(s) – (If known)							
Name		Name		Name		Name	
Address		Address		Address		Address	
Age		Age		Age		Age	
Sex		Sex		Sex		Sex	
Category (please tick as appropriate)							
Pupil	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Other	<input type="checkbox"/>	Pupil	<input type="checkbox"/>
		Parent	<input type="checkbox"/>	Other	<input type="checkbox"/>	Pupil	<input type="checkbox"/>

5. Details of Witness(es)							
Name		Name		Name		Name	
Address		Address		Address		Address	
Age		Age		Age		Age	
Sex		Sex		Sex		Sex	
Category (please tick as appropriate)							
Pupil	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Other	<input type="checkbox"/>	Pupil	<input type="checkbox"/>
		Parent	<input type="checkbox"/>	Other	<input type="checkbox"/>	Pupil	<input type="checkbox"/>

Have you investigated this incident? (Yes/No)	<input type="checkbox"/>	Have the Police been informed? (Yes/No)	<input type="checkbox"/>
--	--------------------------	--	--------------------------

6. Management Action – Attempt to identify any factors which may have contributed to the incident and any action needed to prevent a repetition.	
Could the assailant pose a risk to other employees of LEAP (Yes/No)	<input type="checkbox"/>

If appropriate are risk assessments in place for this work activity (<i>please mark as appropriate</i>)				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not applicable
If yes please supply brief details with this report.				
If no, give reasons as to why not?				
Manager's Name (please print):				
Manager's Signature:		Date:		
Manager's Contact Number:				
Manager's Email address:				

Email this form immediately to: healthandsafety@leap-mat.org.uk

LEAP Health & Safety Officer, Richard Wheatcroft, who will determine whether it must be notified to HSE under RIDDOR

Employer:

***LEAP MAT (Co. 07361021), C/O Brinsworth Academy, Brinsworth, Rotherham S60 5EJ
(01709) 828383***