



# HEALTH, SAFETY AND WELLBEING POLICY

Policy author	Chief Finance Officer
Last reviewed	October 2023
Review frequency	Annually
Next review date	October 2024
Approved by	Board of Trustees

## 1. INTRODUCTION

The MILL Academy is a Multi-Academy Trust currently comprising of: The Henry box School, Queen Emma's Primary School and Finstock Primary School. The MILL Academy is run by a Board of Trustees. The Trustees acknowledge and understand their responsibilities as laid down by the Department for Education (DfE). The Trustees recognise that they have a responsibility to take all reasonably practical steps to secure the Health, Safety and Wellbeing of staff, pupils/students and other site users of the Trust schools. The Trustees believe that measures for the prevention of accidents, injury or loss is essential to the efficient operation of the Trust and is part of the good education of its pupils/students.

The purpose of this policy is to establish, maintain and further develop a safe environment across The MILL Academy, ensuring all levels of risk management are considered

## 2. DEFINITIONS

The MILL Academy (The Trust)  
Health and Safety Executive (HSE)  
Qualifications and Curriculum Authority (QCA)  
Control of Substances Hazardous to Health (COSHH)

## 3. PRINCIPLES, AIMS AND OBJECTIVES

The principle aim is to create and maintain a safe culture which applies to all users of all schools in The MILL Academy: students, school staff, parents, contractors and community users (outside lettings).

This includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in particular situations
- Awareness and control
- Cultivation of good habits
- To take all reasonable precautions to protect people by reducing risks both on and off site
- To take prompt and appropriate action in the event of a hazardous situation developing, and of an accident and/or emergency occurring on or off any of the Trust's sites

## 4. POLICY

The Board of Trustees will meet its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and other Health, Safety and Wellbeing legislation and good practice, so far as is reasonably practicable, by:

- Establishing and maintaining a safe and healthy culture throughout its schools;

- Establishing and maintaining safe working procedures and practices for staff pupil/students contractors and visitors across its schools;
- Provide information, instruction and advice to enable all employees and students to avoid hazards and contribute positively to their own health and safety and to provide support to access appropriate health and safety training, whether on-line or face-to-face direct delivery;
- To provide advice on and ensure schools keep in place effective procedures for use in case of fire and for evacuation of the school premises in case of an emergency;
- To provide advice on and ensure schools maintain the procedures to be followed in case of an accident including implementing preventative actions;
- Ensuring that effective consultation takes place with all employees on Health, Safety and Wellbeing matters;
- To provide advice on and ensure schools maintain adequate welfare facilities for staff, students and visitors to the schools;
- Formally monitoring, reviewing and revising this policy and related duties and responsibilities annually or as is appropriate due to any changes which may take place.

## 5. ROLES AND RESPONSIBILITIES

The Trustees have overall legal responsibility for Health, Safety and Wellbeing. Through delegated authority the following will assist the Trustees in meeting their obligations.

### 5.1 Headteachers, responsibilities include:

**(Overall responsibility cannot be delegated but day-to-day duties can be delegated to a range of staff within their school)**

- To take responsibility for and promote Health, Safety and Wellbeing at their school;
- To provide a safe and healthy working and learning environment for staff, pupil/students and other site users;
- The creation of a positive health and safety culture across their school;
- To ensure the allocation of resources to ensure that their school meet all its legislative requirements for health and safety purposes;
- To prioritise Health, Safety and Wellbeing matters;
- Manage fire safety provision, including the scheduling of fire drills and the testing of equipment and call points ensuring all actions are recorded;
- Make arrangements for the effective response to emergency call out and to provide emergency access to the school site;
- To ensure the appropriate procedures are in place to secure the site during school hours and outside of school hours;
- To ensure the maintenance of the highest standards of cleanliness, hygiene and presentation throughout the school premises, ensuring sufficient trained cleaning staff are in place which are either employed by the school or through a contractor;
- Manage all routine maintenance, repair schedules and specialist repairs;
- Manage the maintenance and upkeep of specialist curriculum equipment using manufacturers guidelines;
- To ensure that QCA/HSE Health, Safety and Wellbeing curriculum requirements are being delivered in lessons;

- To ensure inspections (audits) are carried out regularly and where appropriate;
- Evaluation of risk with the selection of the most appropriate means of risk control;
- Undertake risk assessments of risks to the school including but not limited to grounds, premises and contents, catering and food hygiene;
- To ensure Health, Safety and Wellbeing risk assessment guidance and documentation is followed and carried out across the curriculum of their school as appropriate and for off-site activities (in Secondary School especially in Art, Design and Technology, ICT, Science, PE, Drama);
- To ensure departmental co-ordinators' risk assessments reviewed annually or as appropriate if there are changes to process /procedure;
- To formulate and implement a procedure for the management of incidents in their school;
- The provision of appropriate health, safety and wellbeing training for employees and ensure training (and refresher) courses are attended;
- To ensure that Health, Safety and Wellbeing, including training needs, is included in the school's performance management/appraisal scheme;
- To take action when staff working hours affect work/life balance and where stress is reported;
- To ensure off-site visits are approved and staffed with ratios to ensure safe implementation;
- Periodically assessing the effectiveness of the school's Health, Safety and Wellbeing procedures and practices and updating where appropriate;
- To co-operate with the Board of Trustees, as the employer, on matters of Health, Safety and Wellbeing, to monitor health, safety and wellbeing in school;
- Follow the advice, recommendations and audit findings of the competent person, strategic Advisors and/or HSE.

## **5.2 The Local Committees**

- To support the Headteacher and other school staff in their management of health and safety responsibilities;
- To ensure the wellbeing of the Headteacher in their school reporting any concerns to the Trust's CEO and/or HR Manager;
- To co-operate with the Board of Trustees, as the employer, on matters of Health, Safety and Wellbeing, to monitor and support the operation of health safety and wellbeing in school;
- To have Health, Safety and Wellbeing as a standing item on the Headteacher's report.

## **5.3 Chief Executive Officer (responsibilities include):**

**(Overall responsibility cannot be delegated but day-to-day duties can be delegated other staff within their line management)**

- Provide, or arrange and put into place appropriate strategic advisors (who will also act as Competent person) on Health, Safety and Wellbeing to support and advise the Board of Trustees, Headteachers and School staff in carrying out their duties and responsibilities in accordance with this Policy and relevant Health and Safety legislation;

- To carry out monitoring to ensure compliance with Health, Safety and Wellbeing responsibilities and report risks, issues, non-compliance and successes to the Board of Trustees;
- Reporting to Trustees on Health, Safety and Wellbeing inspections and responding to findings on behalf of the Board;
- To review of the Trust Health, Safety and Wellbeing Policy, and other appropriate policies;
- To develop and play a key role in the Trust and School's Critical Incident and Emergency Procedures;

#### **5.4 Business Services Managers and Chief Operating Officer (responsibilities include):**

- To arrange contracts for maintenance and testing of plant and equipment including fire equipment, gas safety testing, water testing, fixed wire testing as laid down in approved practice and procedure documents;
- To play a key role in the Trust's Critical Incident and Emergency Team;
- To support the Board and Headteachers in arranging regular inspections to identify any risks, and addressing risks with measures to minimise or eliminate risk;
- To support the Board and Headteachers with compliance with legislation, precaution and prevention measures, evacuation and in connection with fire safety

#### **5.5 All MILL Staff**

- To co-operate with and follow all Health, Safety and Wellbeing requirements;
- To report all Health and Safety defects in accordance with their school's reporting procedures;
- To complete and action Risk Assessments for all potentially hazardous on/off site activities for which they are responsible;
- To use, but not misuse, items provided for your Health, Safety and Wellbeing;
- To behave in a way that does not put themselves or others at health and safety risk;
- To inform their Health and Safety appointed person of any 'near misses';
- To be familiar with the emergency action plans for fire, first aid, security and off site issues;
- To raise Health, Safety, Wellbeing and environmental issues with pupils/students.

#### **5.6 The MILL Visitors and Contractors**

- To sign in on arrival and out on departure at the reception
- To read and familiarise themselves with the Health and Safety advice on arrival at the School;
- To wear a visitor badge or approved contractor badge whilst on site at all times;
- To follow evacuation procedures in the event of an emergency;
- To behave in a way that does not put themselves or others at a Health and Safety risk.

#### **5.7 Community Users of all Schools' Sites**

- To enter into a contract for hire of rooms via an application form;

- To have signed the Safeguarding / Child Protection Declaration and put into place the required checks and policies with regard to safeguarding of young individuals in their care whilst utilising MILL Academy premises;
- All community users receive the visitor's safety and security information sheet to read and familiarise themselves with ahead of the agreed hire dates.

#### 5.8 All Pupils/Students

- To behave in a way that does not put themselves or others at Health and Safety risk;
- To observe standard of dress consistent with good health, safety and hygiene practices;
- To follow all safety rules including the instructions of staff;
- To use, but not misuse, items provide for Health, Safety and Wellbeing.

### 6. GENERAL ARRANGEMENTS

**Risk Assessments:** The underlying process, which informs this policy, is Risk Assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded and signed by each employee affected (or line managed by) and the Headteacher.

- **Accident/Incident Reporting:** Every injury across the Trust must be reported via the individual school procedures. They must be investigated, preventative action taken, and reported to RIDDOR where appropriate.
- **Asbestos:** The Trust and its staff will take all necessary steps to avoid the possibility of uncontrolled release of asbestos and exposure by carefully controlling the buildings and associated projects across the Schools. Such arrangements will be in accordance with statutory guidance and advice. All schools will maintain an asbestos register and make this available to all parties planning works on their site.
- **Buildings/Premises:** The Trust and its staff will ensure that the estate is kept in a condition which is safe for staff, pupils/students and others, in accordance with statutory requirements, including statutory guidance and advice.
- **Competent Person:** The Trust has appointed Envesca Ltd as their competent adviser for Health, Safety and Wellbeing matters, for the academic year 2023/24.
- **Contractors:** Contractors carrying out work for the Schools will be vetted for their health and safety performance via the procedure set out for Selection and Monitoring of Contractors.
- **Control of Substances Hazardous to Health (COSHH):** The Trust and its staff recognise their fundamental duty to provide safe systems of work and a safe and healthy environment. This is particularly important when employees are using substances and chemicals some of which may be hazardous. The Trust aims to reduce the risk from hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures. The Trust has membership to the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) which will work in conjunction with any Risk Assessments which are put into place.

- **Curriculum Safety:** The Trust and its staff will ensure Health, Safety and Wellbeing Risk Assessment guidance and documentation is followed and carried out across the curriculum of their school as appropriate (in secondary schools especially in Art, Design and Technology, ICT, Science, PE, Drama) and off-site activities. Staff will ensure that pupils/students are familiar with the risks that may arise from the tools, equipment, materials and processes they plan pupils/students to use. Appropriate staff are responsible for ensuring Risk Assessments are in place, documented and reviewed.
- **Display Screen Equipment:** Display Screen Equipment (DSE) assessments are to be offered to all staff annually. This refers to the whole workstation, job process and work environment as well as to the display screen, keyboard and other accessories.
- **Driving at Work:** The Trust will monitor driving licences for all drivers of minibus and private cars when they are used in conjunction with driving pupils/students or staff. All staff can be asked to show on demand their driving license and MOT to their school's appointed Health and Safety lead.
- **Educational Visits:** Suitable and sufficient arrangements are to be in place in respect of all Educational Visits across all Trust schools. All planning for an external trip or external event/fixture must be done in conjunction with the OEAP National Guidance ensuring staff ratios to pupils are met.
- **Electrical safety:** The Trust schools will comply with the requirements of the Electricity at Work Regulations 1989. Portable Appliance Testing (PAT Testing) will be carried out annually by a competent contractor across the Trust.
- **Emergency Evacuation:** Evacuation procedures are to be documented for all schools and reviewed on a periodic basis.
- **Fire Safety:** The arrangements for fire prevention and dealing with emergencies are contained in each school's specific School Day Fire Plan. These plans will indicate the actions to be taken in the event of a major accident or incident so that everything possible is done to save life, prevent injury and minimise loss across the Schools. In addition, testing of alarm systems will be undertaken weekly and evacuation drills on at least a termly basis whether by in house staff and/or through external approved contractors and will be documented. Fire Risk Assessments will also be in place. See Appendix A for the Trust's full fire statement which applies to all Trust Schools.
- **First Aid:** The Trust is committed to providing the appropriate number of first-aid personnel to deal with accidents and injuries. It will provide advice and support on procedures and training on first aid to ensure that statutory requirements and school needs are met. Schools have first aid policies in place.
- **Food Hygiene:** The Trust will ensure any catering operations in the Trust Schools meet all statutory requirements relating to food safety, food hygiene, environmental health and school food standards. Catering premises and equipment must be cleaned daily and deep cleaned on at least an annual basis. Schools are responsible for ensuring all catering equipment is regularly checked and maintained in accordance with manufacturers' guidance.
- **Gas Safety:** The Trust schools will comply with the requirements of the Gas Safety (Installation and Use) Regulations 1998, ensuring that gas appliances are checked and maintained by a competent person(s) on the Gas Safe Register annually and as soon as a call out is possible when concerns are raised or issues discovered. Gas

leaks will always be remedied immediately by turning off the supply and calling the National gas emergency number.

- **Health and Safety concerns:** Members of staff with Health, Safety and/or Wellbeing concerns should raise them with their school nominated Health and Safety lead or in secondary schools to their department head. Staff should feel free to contact the appropriate trade union appointed safety representative if necessary.
- **Infection Prevention and Control:** The Trust schools will encourage robust hand washing within school and will ensure adequate handwashing and/or hand sanitising facilities are available on their premises. Good handwashing instructions will be displayed within washrooms. Cleaning staff or cleaning contractors will ensure premises are cleaned robustly and in line with good practice daily during term time and deep cleaned routinely during school holiday periods or following an infection. Students or staff identified with an infectious disease, for example chicken pox or norovirus should be asked to leave the premises under parental supervision until the infection period has passed.
- **Inspection and Monitoring:** The Trust's Health, Safety and Wellbeing appointed advisors will undertake a Health and Safety audit of the schools on an annual basis and will provide Health, Safety and Wellbeing advice and guidance as required.
- **Legionella:** The Trust schools will take all necessary steps to avoid the possibility of infection by carefully controlling, monitoring and testing water supplies with the associated infrastructure of all buildings. Such arrangements will be in accordance with statutory guidance and advice.
- **Lettings/shared use of Premises:** The Trust will ensure that booking forms, insurance, risk assessments and Safeguarding declarations are obtained from all external lettings outside main school hours. Health and Safety information will be distributed accordingly.
- **Medication Arrangements:** There is no legal duty requiring that schools in the Trust administer medicines. However, the Trust recognises that pupils/students with medical needs have the same rights of admission to Trust schools and therefore the individual schools have detailed arrangements for managing this. There must be relevant procedures in place to ensure safe arrangements for students to be able to administer to themselves any prescribed medication.
- **Manual Handling:** All staff across the Trust are required to complete an appropriate awareness training course for Manual Handling. Those for whom this is part of their job description will be given more in depth training. Any tasks requiring manual handling are risk assessed.
- **Permits to Work:** Permits to work such as Hot Work Permits and Working at Height will be used where projects or contractors require and will be overseen by the Chief Operating Officer (COO) or the School Business Managers (SBM) and delegated and/or authorised person(s) across the Trust.
- **Personal and Protective Equipment (PPE):** Personal protective equipment is to be provided free of charge to staff where required; training provided in its correct use; and the PPE is to be maintained, cleaned and stored correctly. PPE must be worn by employees as instructed by Manufacturers guidelines.
- **Personal Safety:** Personal safety issues may arise, such as Lone Working, Work Affecting New and Expectant Mothers, Young People and Volunteers. In some case a Personal Emergency Evacuation Plans (PEEPS) will be put in place.



- **Slips, Trips and Falls:** All staff across the Trust are required to complete an appropriate awareness training course on Slip, Trips and Falls. The sites will be risk assessed to determine areas that need attention.
- **Smoking & Vaping:** All school sites are non-smoking areas, there are no designated smoking areas within the curtilage of the school. Any staff, student, contractor or visitor must leave the school site completely should they wish to smoke or vape. Staff face disciplinary action should they be found smoking or vaping on school premises. Students will be dealt with under the school's behaviour policy.
- **Training and Information:** Health and Safety training needs are risk assessed and identification of all staff requiring specific training will be determined. All staff must undergo Health and Safety Induction Training. Records to be kept and maintained in each of the schools.
- **Worklife balance and stress:** Headteachers and HR staff must be constantly aware of issues relating to staff wellbeing and stress. The Trust will ensure that adequate procedures, resources and support services are in place and made available to any member of staff displaying and/or reporting wellbeing, worklife balance issues or stress.
- **Work Experience:** Staff responsible for organising suitable and safe work experience for pupils/students must ensure DfE guidelines are strictly followed, relevant insurances in place, before placements are allowed to go ahead.
- **Working at Height:** Trust schools are aware of guidelines as regards to the use of ladders, step stools and tower scaffolding. Pupils/students are not permitted to use ladders on any school premises and contractors should carry out their own risk assessments and adhere to safe practice when working at height. All relevant staff across the Trust are instructed to complete the raising awareness training course for working at height.
- **Working Time Directive (WTD):** Trust staff must not exceed an average of 48 hours worked per week over a 17-week period, although members of School Leadership Teams are exempted from these requirements.

Approval Date: 4<sup>th</sup> October 2023

Next Review: October 2024

Author: Nichola Stretton – Chief Finance & Operating Officer

## **Appendix A**

### **Fire Safety Statement**

#### **1. Introduction**

The MILL Academy and all its Schools will ensure, so far as reasonably practicable, that all staff, pupils, contractors, volunteers and visitors are protected from the risk of fire whilst on the premises.

Legal Requirements – The Regulatory Reform (Fire Safety) Order 2005 (commonly referred to as the FSO) came into force on 1 October 2006. The purpose of this legislation is to place a greater emphasis on fire prevention by ensuring that all persons responsible for premises comply with their statutory duties and implement the general fire precautions which are needed to protect all persons from death or injury in the case of fire.

This Statement explains how the Trust and its Schools comply with the Regulatory Reform (Fire Safety) Order 2005 to ensure that, where possible, fire is prevented and that any fire risks are adequately controlled.

#### **2. Responsibilities**

This Fire Safety Statement forms part of the Trust's Health and Safety Policy and in common with that Policy extends through the whole school, with specific responsibilities as below:

- The Board of Trustees have the ultimate responsibility for the implementation and management of this Statement;
- The CEO and the School Headteachers are responsible for the effective implementation of this Statement and its role within the Trust's Health & Safety Policy;
- The FSO places duties on the "Responsible Person". Certain day to day responsibilities can be delegated down to a "duty holder".
- All employees have the responsibility to co-operate to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

#### **3. Statement Objectives**

- To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;
- To minimise the risk of fire and to limit fire spread;
- To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

#### **4. Managing Fire Safety**

The CEO and Headteachers whilst having overarching responsibility has delegated the day to day operational responsibility for managing fire safety to the "duty holder", currently the Chief Operating Officer (COO) and the Business Services Managers (BSM);

The COO and BSM will:

- A. Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;

- B. Provide and maintain in working order all firefighting appliances and devices including: fire detection and alarm systems; emergency lighting systems; firefighting equipment; notices and signage relating to fire procedures; means of escape, taking into account the needs of any disabled users.
- C. Carry out or arrange to have carried out a fire risk assessment on each of the school buildings to ensure that the school's facilities are compliant; and reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- D. Provide appropriate instruction and training for all school staff on the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- E. Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- F. Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- G. Liaise with third parties, the emergency services and the Trust's insurers to ensure that best practice for fire prevention and procedures is in place;

## **5. Monitoring**

The Trust utilises the services of various outside personnel to carry out effective monitoring of its duties.

- Fire detection and alarm systems are maintained and checked every 6 months by a reputable contractor. The alarm sounders are tested on a weekly basis by the facilities team.
- Emergency lighting is checked monthly by the Facilities team and a reputable contractor if issues are raised or defects discovered.
- Notices and signage are updated as and when required and checked annually by the COO and Facilities team and at Henry Box by the Compliance Officer.
- Firefighting equipment is visually checked weekly by the Facilities team and extinguishers are replenished or replaced annually by a reputable company.
- A fire log book which contains records of fire safety issues is maintained by the COO or BSM, these issues include:
  - Fire drills
  - Hot work permits etc.
  - The storing of hazardous materials
  - The inspection and testing of: fire detection and alarm systems; emergency lighting systems, firefighting equipment, staff training records

## **6. Fire Risk Assessment**

The Duty Holder will arrange for a comprehensive fire risk assessment for all buildings. The assessment is kept with the COO or BSM and in the case of Henry Box with the Compliance Officer.

The Fire risk assessment will be reviewed every 3 years or sooner if it is no longer valid or changes are planned, such as:

- Any structural changes (alterations to the layout of the premises, erection of partitions, refurbishment etc.) which may affect the spread of fire;
- Any change to the use of the premises which may affect the risk rating;

- Any change to work processes or work equipment which may introduce new fire hazards;
- Any change to the numbers of people using the premises to ensure that escape routes can accommodate the numbers safely.

### **7. Fire Safety Training**

- All Trust staff receive on-line fire safety training at induction and thereafter annually.
- Fire Wardens will be offered hands-on fire training on a regular basis.
- Fire drills are planned each term (i.e. 3-times per academic year) to evaluate the effectiveness of each school's evacuation procedures. The findings of the drills are reported in the fire log and any actions/adjustments implemented.

### **8. Evacuation Procedures**

- a. Evacuation procedures are identified in each school's Fire Plan and Fire Drill Notice. Registers distributed, roll calls completed. Absences reported to Senior Leader and appropriate action taken.
- b. Senior Leader to check all persons accounted for and await arrival of Fire Service or, in the event of a false alarm, give the all clear to return to buildings.
- c. At Henry Box guidance on the evacuation of Disable Persons can be found in the school's Generic Emergency Evacuation plans (GEEPs) held by the Compliance Officer, and Personal Emergency Evacuation Plans (PEEPs) held on the school's Management Information System.
- d. A "buddy" will be appointed for any student or staff requiring assistance in an emergency evacuation. A restructured timetable may be agreed to ensure disabled student/staff are only accessing ground floor areas during term of disability. In the event of an evacuation, wheelchair users or any person with difficulty walking (e.g. anyone temporarily using crutches) should wait until everyone else has left the room before making their way to the exit, assisted by their "buddy" or third party if required.
- e. Disabled visitors are asked to contact the school in advance of their visit to discuss any special requirements. The person hosting the visitor should ensure the visitor's safety in the event of an emergency evacuation.