



# MacIntyre Academies

## Health and Safety Policy

Version 8

Version	Purpose/ Change	Resp.	Date
8	<ul style="list-style-type: none"><li>- Terminology changed from 'children and young people/pupils' to learners throughout</li><li>- Terminology changed from Trust to MAT throughout, where appropriate</li><li>- Section 2: RIDDOR updated to 2013</li><li>- Section 4: role changed from 'supervisor' to 'Line Manager'</li><li>- Section 8: Infection Control added to training</li></ul> Appendices 1 and 2 included	CEO	Sep 2025

Person Responsible:	CEO/Senior Executive
Date of first draft:	May 2016
Date adopted by the Trust Board:	Sep 2016
Date of implementation:	Sep 2016
Date reviewed:	Dec 2025
Date of next review:	Sep 2026

## 1. Purpose

At MacIntyre Academies Trust we believe that the health, safety and welfare of our children, staff and visitors, including everyone who is potentially affected by our activities, is of fundamental importance. There is nothing so important that it cannot be done safely, and in a way which reduces risk to health.

This policy sets out MacIntyre Academies Trust's intentions, organisation and arrangements for ensuring the health and safety at work of its employees, visitors, volunteers and contractors, whilst on Trust premises or carrying out work elsewhere on behalf of the Trust. It is written in accordance with relevant legislation.

The policy identifies the arrangements for ensuring its application at academy level. Supplementary to this policy, each academy is responsible for developing a site-specific Health and Safety Policy and procedures, and workplace risk assessments, in order to manage and control risks.

## 2. Scope

This policy applies to all employees of MacIntyre Academies Trust (MAT), all contractors, visitors and volunteers including members of Local Advisory Boards (LAB).

This policy does not form part of any contract of employment and may be amended from time to time.

Any reference to 'Academy' in this policy includes 'Free schools'.

### Related guidance and policies:

- Staff Code of Conduct
- MAT Premises Management Policy
- MAT Legionella Management Policy
- MAT COSHH Policy
- MAT Driving at Work Policy
- Academy Health and Safety Policy and Procedures
- Academy Safeguarding Policy
- Academy First Aid Policy

### Related legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equalities Act 2010
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

## 3. Competent Person for Health & Safety

MacIntyre Academies Trust contracts Handsam Ltd to act as Competent Person for Health and Safety.

## 4. Schedule of Responsibilities

### Trust Board Directors

The MAT Board takes overall responsibility for the implementation of policies and procedures. As part of their oversight of health and safety arrangements they will:

- Ensure appropriate external Health & Safety Competent Person Services are in place and actively pursued at each Academy.
- Ensure a positive safety culture is developed, leading and demonstrating a strong commitment

- to health and safety management
- Ensure that the Audit and Risk Committee is effectively discharging its delegated responsibilities
- Provide critical and constructive review of health, safety and wellbeing arrangements within the MAT
- Ensure adequate resource is provided and all liability is covered by adequate insurance

### **The CEO or Senior Executive Leader in their absence**

The CEO will effectively lead and be accountable for the health and safety performance of the MAT, and will:

- Take such measures to ensure that adequate resource is made available for the management of health and safety issues within the MAT
- Where funding is required, take reasonable actions to ensure that suitable budgets are made available for safety matters
- Ensure that competent health and safety advice is made available for all relevant MAT members
- Ensure that where safety critical functions are delegated, they are effectively managed
- Represent the MAT in matters of enforcement actions and lead on external communication to the public where required

### **Head of Operations**

The Head of Operations will support the CEO in the discharge of their health and safety obligations by assuming the following functions:

- Manage and approve safety remedial works where required
- Ensure that key safety policies are in place and subjected to suitable periodic review
- Provide and make available in budgets reasonable resource to ensure the effective management of health and safety matters
- Be accountable for ensuring robust day to day governance of health and safety is embedded within the Trust

### **The Compliance Manager**

The Compliance Manager is designated as the lead member of the Trust central team for health and safety ensuring compliance with all relevant legislation. They are responsible for:

- Chairing the Health and Safety Forum and monitoring accountability and actions arising from this
- Carrying out site visits as required, but at least annually, in collaboration with the LAB health and safety representative
- Overseeing day to day governance of health and safety across the Trust
- Overseeing and quality assuring all RIDDOR paperwork before sign off by the Group Director
- Quality assurance and checking the compliance of health and safety checks logged on the management information system
- Ensuring that where a serious incident occurs, that appropriate action is taken or such guidance is provided to ensure its rectification and that all learning from the incident is carried forwards across the MAT
- Taking a lead in the review and development of new safety and risk management policies as required

### **Principals**

With the resources available to them, Principals have the responsibility for discharging the MAT's duties in relation to the management of health and safety in their academy on a day to day basis. Principal's ensure:

- Ensure appropriate engagement with Handsam Ltd Competent Person advice services.
- Nurture a culture in which all academy staff are made aware of the importance of managing health

and safety risks, ensuring that health and safety functions are clearly described within job descriptions for all staff

- Ensuring that due regard is given to risk assessments that require staff to work away from the school site and in particular enter the homes of learners and their families
- Using all available intelligence to assess risk regularly and quickly identify any changes in risk to any staff working away from the school site
- Ensure that where reasonably practicable, ensure that only safe working practices are used, in order to provide maximum safety for all personnel under their charge
- Ensure that the competent person services are engaged wherever there is an indication that health and safety advice is needed ensure any serious matters of health and safety instances or near-misses are reported to the MAT without delay
- Ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give the required consideration to health and safety
- Ensure good house-keeping standards are fostered in the academy as a matter of routine
- Ensure that arrangements for the management of key areas of health and safety are formalised in the Academy's policy and procedures, and appoint an Academy Competent Person who supports this process
- Ensure that the MAT and Academy Health and Safety Policies are understood, implemented and complied with at all times and at all levels

### **Local Advisory Board Members (LAB)**

The LAB act as local school governors. Regarding health and safety, the LAB:

- ensures that there is an effective policy for health and safety at the Academy, and that it is easily available to all employees
- monitor and reviews (at least annually) the effectiveness of the local health and safety policy and ensure that necessary revisions are made
- ensures that the Principal and academy staff take steps to evaluate all significant health and safety risks by implementing risk assessments, monitoring and managing health and safety
- supports Principals to promote a culture in which all staff are made aware of the importance of managing health and safety risks
- ensures that the Principal sets up and maintains an Academy Health and Safety Committee. And ensures that the Principal considers the views and recommendations of the Academy Health and Safety Committee

### **LAB Health and Safety Representative**

A LAB member is appointed to act as the Health and Safety Representative. They will lead on Health and Safety matters of interest to the LAB, liaising with the Principal and the Academy Competent Person, providing challenge and scrutiny for continuous improvement.

The LAB member Linked to Health and Safety:

- monitors the implementation of the MAT and the Academy Health and Safety including testing staff knowledge of the policy during monitoring visits
- reviews on request any contracts with contractors for health and safety
- undertakes a site inspection once a year and inspects incident records once a term
- attends as many local Health and Safety Committee meetings as possible, but at least one.
- reports their findings, including any concerns to the LAB Chair and Compliance Manager
- regularly provides reports to the LAB

### **School Business Manager**

The School Business Manager supports the Academy Principal in the discharge of their health and

safety obligations by assuming the following functions:

- implement guidance / health and safety initiatives as advised by Handsam Ltd ensuring that these are implemented at the academy
- ensure that Health and Safety Policy and regulations are adhered to and enforced if necessary
- ensure that the competent person services are engaged wherever there is an indication that health and safety advice is needed
- ensure safe and effective management of facilities including reactive and planned preventative maintenance, by way of management of the Facilities Manager post
- oversee health and safety investigations at the Academy which they may take a lead on, or provide advice and quality assure
- Quality assure a termly internal audit of health and safety using the MAT template (Appendix 1)
- ensure all academy activities and facilities are adequately risk assessed
- act as Chair of the academy Health and Safety Committee and attend the MAT Health and Safety Forum, promoting and sharing best practice
- prepare local health and safety reports including termly post audit reports to LAB
- take a lead in the reviewing of the Academy Health and Safety policy ensuring it is aligned to the MAT Policy
- ensure that procedures are in place, adequate and subject to regular review

### **Facilities Managers**

The Facilities Manager works as part of the Academy support team in ensuring the safety and the high-quality maintenance of all buildings and their contents.

Their responsibilities include:

- with the School Business Manager, ensure the safety and high-quality maintenance of the school building and its contents
- maintains health and safety precautions across the whole academy site ensuring good practice, policy and procedures
- support staff with the recording and reporting of incidents and accidents
- undertake regular health and safety monitoring, recording and reporting
- support the senior leadership team with strategic health and safety planning
- participate in the MAT Health and Safety Forum
- participate in the local Health and Safety Committee

### **Senior Leaders**

All senior leaders are responsible for implementing the MAT Health and Safety Policy along with any other subsidiary policies and procedures within their areas of control.

They:

- ensure that risks are identified and avoided or controlled within those areas
- ensure that the competent person services are engaged wherever there is an indication that health and safety advice is needed
- ensure that adequate resources are provided and that those specifying, purchasing or hiring equipment or materials give due consideration to health and safety
- ensure that adequate information related to health and safety is obtained and passed on to relevant staff, contractors, volunteers and visitors
- undertake Health and Safety Investigations as required

### **All Line Managers**

All line managers (teaching or support staff) are responsible for:

- the implementation of MAT and Academy Health and Safety Policies
- they ensure that, so far as is reasonably practicable, operations under their control are not

detrimental to the Health and Safety of staff, learners or others

- they ensure that their area of responsibility is subject to risk assessment, regular inspections and adequate supervision
- that accidents and incidents, including 'near-miss's events are reported and appropriate remedial action taken where necessary
- they consider health and safety when specifying, purchasing or hiring equipment or materials

### **All staff**

All staff are reminded that safety is the responsibility of everyone, and that we all have a part to play in maintaining a safe place of work.

Staff must therefore:

- on identifying a risk staff should take responsibility to act in any remedial or precautionary way practicable in order to minimise the risk, reporting it also using the Academy system
- all staff have access to the Handsam Ltd competent person services and can contact them directly for advice as required always ensure that where work may present a risk of injury, property damage or other such loss that a risk assessment is undertaken and agreed
- staff must ensure they always report without delay:
  - o any accidents and near miss events to their line manager, as well as using the Academy reporting system
  - o any use of unsafe working practices or systems of work, report to your line manager or a senior member of staff
  - o any damage to property, machinery or equipment. Staff should report using the Academy reporting system, but also ensuring communication with a senior member of staff to ensure any immediate precautionary or remedial action is taken
  - o Anything that causes them concern in relation to the health and safety of themselves and others

Staff must also:

- make appropriate use of safety equipment and protective clothing
- follow safety guidance and information provided, including any safety information provided as part of training courses
- not interfere or tamper with anything provided to ensure your safety or the safety of others. This may include:
  - o using a room marked as 'out of use'
  - o locking a fire door without understanding the consequences
- Always report immediately to your manager any situation or process that you feel may be unsafe, or which may lead to the injury of any persons
- Never undertake your work in a way that may expose others to unacceptable levels of risk

### **Contractors and Partner Organisations**

All contractors and partner organisations while working at any MacIntyre Academies Trust provision will be made aware of this policy and associated emergency procedures. It is expected that contractors and partners working with the MAT, will:

- Fully comply with Academy Health and Safety Policies
- Undertake work activities in line with agreements and documented procedures and cooperate with MAT policies in all relevant matters
- identify and control any risks arising from their activities and inform the Academy Competent Person or the Principal of any risk that may affect the staff, learners and visitors

Academy Health and Safety Policies will elaborate further on the responsibilities of their academy roles.



## 5. The Role of Committees

### Academy Health and Safety Committee

At each academy there is an established Health and Safety Committee, membership consists of:

- the School Business Manager acts as the Chair
- the Facilities Manager is a committee member
- Representatives of different staff roles working across the Academy, including a care leadership representative (where relevant)
- the LAB member Health and Safety Representative.

The committee meets on a termly basis, holding at least three meetings a year. The committee standard agenda is agreed at the MAT Health and Safety Forum and reviewed annually.

The Academy Health and Safety Committee consider and make recommendations on overall health and safety issues affecting the academy and report to the Principal (who may also attend the committee) and the Local Advisory Board.

### MAT Health and Safety Forum

The Forum consists of:

- Compliance Manager (who is the Chair)
- School Business Manager
- Facilities Manager from each academy
- Head of Care or a nominated senior member of staff from any residential provisions
- The Head of Operations has an open invite to attend the Forum and follows the business of the Forum closely.

From time to time other colleagues will be invited to attend the Forum.

The Forum meets on a termly basis. The terms of reference for the MAT Health and Safety Forum are reviewed annually and approved by the Group Director. (see Appendix 2)

## 6. Statement of intent

MacIntyre Academies Trust Board recognises and accepts its responsibility to provide safe and healthy environments in which its employees can work and learners can receive education and support; as well as for visitors, volunteers and contractors who come onto its premises.

We are committed to, and invest in, the active prevention of accidents and ill-health. We aim for continuous improvement in everything we do including health and safety. As such, we will ensure that sufficient resources are allocated to Academies to ensure that, as far as is reasonably practicable, employees, children and young people, visitors and contractors are kept healthy and safe.

We recognise our responsibilities as an employer under *Section 2 of The Health and Safety at Work Act 1974* to ensure as far as is reasonably practicable, the health, safety and welfare of our employees.

In particular, these include the provision and maintenance of:

- Safe plant and equipment and safe systems of work
- Safe handling, storage, maintenance and transport of articles and substances
- Information, instruction, training and supervision as necessary
- A safe place of work, with safe access and egress
- A safe working environment with adequate welfare facilities

In particular a proactive approach is taken in respect of:

- Planned preventative maintenance and compliance checks - as defined in the MAT Premises Management Policy
- The control and management of Asbestos – covered in detail in academy specific health and safety policies where asbestos is present
- The management of Legionella across all Trust premises – covered in detail in the MAT

- Legionella Policy and local procedures are detailed in academy health and safety policies
- The Control of Substances Hazardous to Health (COSHH) – covered in detail in the MAT COSHH Policy.

MacIntyre Academies Trust also recognise our responsibilities under the *Management of Health and Safety at Work Regulations 1999*, which support the above responsibilities and provides a framework for the effective management of health and safety.

MacIntyre Academies Trust will take all reasonable steps to meet its responsibilities within the framework of relevant health and safety legislation and good practice guidance. The MAT will ensure that appropriate MAT and Academy Policies are in place and up-to-date.

The responsibility for the implementation of this MAT policy at academy level rests with the Local Advisory Board and Principals. They ensure that all staff are inducted and trained according to their level of responsibility, and that every employee has responsibility for their own safety and that of anyone who may be affected by their conduct at work.

## 7. Objectives

Our intentions will be achieved by:

- Ensuring academies implement the MAT Health and Safety Policy and associated appendices to academies, which clearly identify roles and responsibilities for health and safety management
- Ensuring that health and safety functions of all staff are clearly described within job descriptions
- Ensuring that Senior Leadership Teams in academies are suitably trained and inducted
- Ensure that all staff feel supported and empowered to dynamically assess risk where any predicted variable changes suddenly, and take quick action to avoid a previously unexpected/unidentified hazard
- Ensuring that academies provide all staff with the necessary information, instruction and training to enable them to work in a safe manner.
- Providing sufficient funds to enable safe systems to operate and for the training of relevant staff
- Ensuring that all academies have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, learners and visitors
- Ensuring that risk assessments related to lone working and/or visits (by staff) in the community, including to the homes of our learners, are given due regard and are subject to annual review by line managers
- Knowing our learners, their families and our colleagues as well as we are able, to ensure that risk assessments are as well-informed as they can be, and updated where significant changes are noted
- Monitoring health and safety management by reviewing post audit reports and holding Principals to account for progress against actions.
- Undertaking a health and safety walkaround, at least annually, at each academy.



- Ensuring that the health, safety and welfare of all employees, learners and members of the public are under continuous and reasonable review by academy staff at all levels
- Ensuring that the Academy has a Health and Safety Committee, which has a clear brief in line with the MAT Health and Safety Policy, meets regularly, and reports regularly to the Principal and Local Advisory Board.
- Ensure that each academy has representatives on the MAT Health and Safety Forum.
- Ensuring that each LAB appoints a Health and Safety Representative.
- Through the MAT Health and Safety Forum, developing campaigns and promotional materials to encourage health and safety awareness, and to promote individual responsibility for health and safety at all levels.

Each year annual Health and Safety Objectives are agreed by the Audit and Risk Committee in order to focus the work on priority areas for development.

## 8. Staff training

### 8.1 E-learning

High quality E-learning for staff and volunteers ensures that MacIntyre Academies provide a sound understanding as part of the health and safety management.

All staff must complete the following health and safety e-learning within their first 12 weeks of employment and repeat it as per the frequency indicated.

Course	Induction	Frequency of repetition	Variations
Health & Safety Essentials	Yes	3 years	(Not applicable for managers)
Health & Safety for Managers and Supervisors	Yes	3 years	(not applicable for non-managers)
Fire Awareness in Education	Yes	Annually	-
Control of substances hazardous to health (COSHH)	Yes	2 years	-
Legionella Awareness		2 years	All facilities staff and senior leaders
Display Screen Equipment	Yes		To be repeated as required
Asbestos awareness	Yes	3 years	Where asbestos is on site only
Manual Handling	Yes	3 years	-
Slips, Trips, and falls	Yes	3 years	-
Infection Control	Yes		To be repeated as required

## 8.2 Team Teach and Positive Behaviour Support

Team Teach is training which equips staff to manage distressed behaviours and conflicts safely and respectfully, with a high level of focus on de-escalation and diversion. The training is provided at academy level for all front-line staff as a priority following their induction, it is usually possible to schedule this within the first 3 months of employment. Until this training has been undertaken, staff will be discouraged from intervening physically when children or young people become distressed, where another person is available to assist.

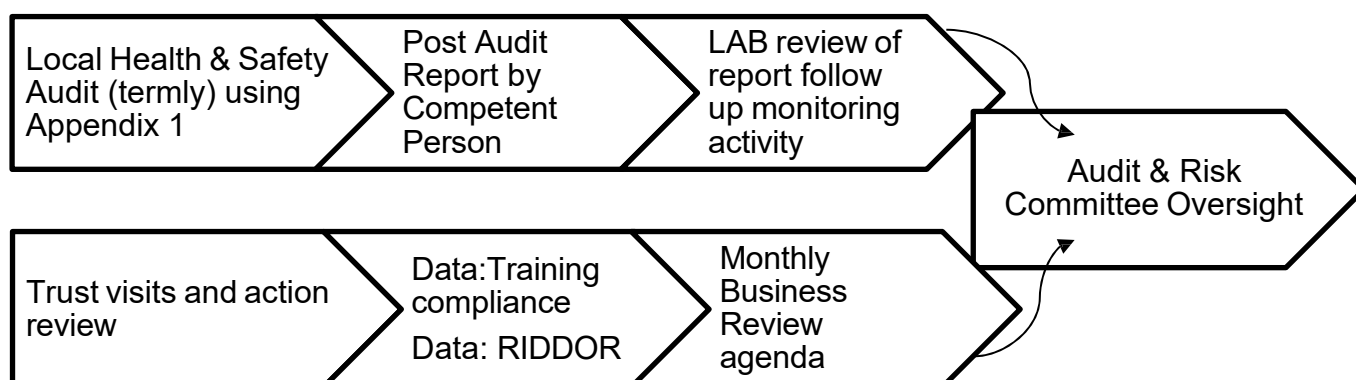
Where a member of staff is unable to use the full range of team teach interventions due to ill-health or injury, a risk assessment will be put in place covering this, until they are able to resume. This should be sensitively communicated with colleagues, so that they are aware that the staff member may require a higher level of support than usual.

Team Teach training must be kept in date and repeated as required by the awarding body. Academies are expected to closely monitor this, and colleagues are expected to be proactive regarding any concerns they have about training that may expire by bringing it to the attention of their line manager.

## 8.3 Other role specific training

Role specific training is provided as required, more details are given in academy Health and Safety Policies.

## 9. Audit and monitoring schedule



The diagram above shows the main blocks of the monitoring activity, the two streams feeding into the Audit and Risk Committee.

**External Audits (3 yearly):** conducted by Handsam Ltd who since September 2023 are also providers of competent person advice. The frequency of external audits is kept under review by the MAT Board and audits may be scheduled more frequently as required.

**Local Health & Safety Audits (termly):** conducted by the Facilities Manager and signed off by the local Competent Person for health and safety. These must be completed within the first 2 weeks of every new term (Autumn, Spring, Summer). Appendix 1 shows the audit template.

**Post Audit Report by School Business Manager:** following every audit (termly), the report will highlight any areas of risk or concern and cover:

- a. Any significant health and safety matter which has arisen since the last report, including

- any accident or near miss of significance and preventative actions taken
- b. Health & safety audit result including any actions carried forwards and a summary of new actions identified
- c. Details of any health & safety visits
- d. Plans for the future
- e. Progress against Trust health & safety objectives
- f. Activity of the local health and safety committee

**LAB review of Post-Audit report and follow up monitoring activity:** The LAB receives the report and does a walk around. Where it is felt necessary, they may choose to undertake a full review of the audit, or they may prefer to do a deep dive into a chosen area.

**Trust visits and actions review:** The Trust will visit academies to ensure progress is made against actions, and to discuss areas of health and safety improvement.

**Data analysis:** The Trust requests and gathers information relating to training compliance, RIDDORs and accidents, and premises management, for analysis.

**Monthly Business Review:** The Group Director, Head of Operations and academy Principal meet and discuss a standard agenda, including health and safety. All other aspects of the audit and monitoring feed into the review in accordance with priority.

**Audit and Risk Committee oversight:** The Audit and Risk Committee meet at least 3 times each academic year to review all relevant health and safety matters.

## 10. Complaints

Concerns about Health and Safety should be raised with the Academy Competent Person or Principal in the first instance. However, staff can seek discretionary advice from the Compliance Manager or the Head of Operations, who will respond to any concern liaising with the Principal and Academy Competent Person.

Complaints regarding or related to health and safety can be made through our MAT Grievance Policy (for employees) and MAT Complaints Policy (for external stakeholders), these are available on the Trust website.

## 11. Monitoring and review

This policy will be reviewed on an annual basis, at every review it will be approved by the MacIntyre Academies Trust Board.

## Changes at previous reviews

Version	Purpose/ Change	Resp.	Date
3	<p>Sections 3 (Responsibilities) and Section 4 (Role of Committees) have been redrafted to reflect current practice.</p> <p>Roles updated:</p> <ul style="list-style-type: none"> <li>- Governance and Compliance Manager replacing Trust Business Manager as Trust Competent Person.</li> <li>- Head of Operations replacing Head of Support Services</li> </ul> <p>Procedures section removed, as this detail will be included in local academy Health and Safety Policies. Staff are asked to read both policies as part of induction, this level of duplication is a barrier to staff meaningfully engaging.</p>	Group Director	Feb 2022
4	<p><b>Section 2:</b></p> <ul style="list-style-type: none"> <li>- Added MAT COSHH Policy</li> </ul> <p><b>Section 3:</b></p> <ul style="list-style-type: none"> <li>- Principals: serious incidents or near-miss events must be reported to the CEO without delay</li> <li>- Facilities Managers are members of the MAT H&amp;S Forum</li> <li>- Academy H&amp;S Competent Person: must Chair the local H&amp;S Committee</li> </ul> <p><b>Section 4:</b></p> <ul style="list-style-type: none"> <li>- HoO has open invite to H&amp;S Forum but is not required to attend</li> </ul> <p><b>Section 7:</b></p> <ul style="list-style-type: none"> <li>- New section on training</li> </ul> <p><b>Section 8:</b></p> <ul style="list-style-type: none"> <li>- New section: Audit and monitoring schedule</li> </ul> <p>Removed H&amp;S Communications flow chart</p> <p>Removed reference to local procedures (now in local policies)</p>	Group Director	March 2023
5	<p><b>Throughout:</b></p> <p>Updated to indicate that Handsam Ltd are contracted as the Competent Person for Health &amp; Safety.</p> <p>Responsibilities updated as such</p> <p><b>Section 9:</b> Updated to include external audits every 3 years, or as required by the MAT Board.</p>	Interim CEO	Nov 2023
6	Updated to Group Director 'or their temporary equivalent'	Group Director	Dec 2024
7	<p>Responsible person updated from Group Director to CEO/Senior Executive throughout</p> <ul style="list-style-type: none"> <li>- Role updated to Compliance Manager throughout</li> <li>- Changes to specific sections:</li> </ul> <p><b>Section 4:</b></p> <ul style="list-style-type: none"> <li>- Addition of risk assessments for staff carrying out off-site visits as the Principal's responsibility</li> </ul> <p><b>Section 7:</b></p> <ul style="list-style-type: none"> <li>- Updated to include reference to assessment of risks for off-site visits and lone working</li> </ul> <p><b>Section 8:</b></p> <ul style="list-style-type: none"> <li>- Update to Team Teach and Positive Behaviour Support</li> <li>- Typos in sub-section numbering addressed</li> </ul>	CEO	Sep 2025

## Appendix 1

### Academic Year

## Facilities Manager H&S Audit

**Audit date Term 1:**

**Audit date Term 2:**

**Audit date Term 3:**

**Key:**

**IP = In progress   Y = Yes   N = No   N/A = Not Applicable**

[illegible]

**Part 1: Pre-Audit Checks**

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
<b>1 Policy</b>								
	1.1 Is the Health and Safety Policy within review and approved by MAT Board?							
	1.2 Is the Health and Safety Policy on the website?							
	1.3 Does the Health & Safety Policy have a statement of intent?							
	1.4 Does the policy have local arrangements for all of the key risks?							
<b>2 Inspection/Monitoring</b>								
	2.1 Are regular Health and Safety Audit documents uploaded to Every Compliance?							
<b>3 Fire Safety</b>								
	3.1 Has a suitable fire risk assessment been completed / reviewed within the last 12 months or as advised in the risk assessment? <i>(If there have been subsequent changes to the site / building layout the fire risk assessment should be revised to reflect these changes.)</i>							
	3.2 Has the capacity for communal areas such as the main hall been calculated as part of this assessment?							
	3.3 Are fire evacuations conducted termly and recorded?							
	3.4 Have any issues identified as a result been resolved?							
	3.5 Are fire alarm call points tested weekly <i>(a different call point to be tested each week on a rotational basis)</i> and documented?							
	3.6 Is emergency lighting tested monthly (in house) with a full discharge test completed							



Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	annually (by a competent service engineer)?							
	3.7 Is the fire alarm system serviced / inspected by a competent engineer (6 monthly for systems with a battery backup, annually for mains only systems)?							
<b>4 Asbestos – Discovery only</b>								
	4.1 Has the school been assessed for the presence of asbestos?							
	4.2 Is a copy of the survey present in the academy?							
	4.3 Is the site-specific management plan up to date e.g. if any subsequent work on asbestos (encapsulation / removal etc.) has been undertaken this must have been recorded in the management plan?							
<b>5 Electrical/Gas</b>								
	5.1 Portable electrical appliances tested by a competent according to relevant timescales? <a href="http://www.hse.gov.uk/pubns/indg236.pdf">http://www.hse.gov.uk/pubns/indg236.pdf</a>							
	5.2 Fixed electrical wiring inspected within the last 5 years?							
	5.3 Have all remedial actions been followed through to completion?							
	5.4 All gas appliances inspected and safety tested in past 12 months by gas safety registered contractor?							
<b>6 Legionella</b>								
	6.1 If there have been subsequent changes to the building / hot and cold-water system since this assessment has this assessment been reviewed?							
	6.2 Has a water risk assessment been conducted?							

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	6.3 Have the initial recommendations from the water risk assessment been actioned?							
	6.4 Are all in house operational controls (flushing of seldom used outlets, temperature control and monthly monitoring etc.) being completed and documented in the water log book?							
	6.5 Where non-compliant temperatures are identified have other actions been implemented to reduce risks? e.g. increase in flushing regime, raising calorifier temperature etc.						-	-
	6.6 Is the temperature and condition of cold-water storage tanks conducted annually?							
	6.7 Is there a local Legionella Management plan as required in MAT Legionella Management Policy?							
<b>7 Plant Tools and Equipment</b>								
	7.1 Is PE and outdoor play equipment inspected annually by competent contractor?							
	7.2 Is a ladder register and checklist in place and reviewed termly?							
	7.3 Are electronic powered gates / doors subject to regular maintenance and inspection by a competent person?							
<b>8 Lifts</b>								
	8.1 Is there a protocol for responding to passenger alarms in place?							
	8.2 Are passenger lifts serviced regularly (6 monthly)?							
	8.3 Where there are hoists or lifting equipment for moving and handling people, have these been inspected or serviced within the last 6 months?							

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	8.4 Are all lifting accessories e.g. slings for hoists, regularly inspected both in house and formally (6 monthly)?							
<b>9 Communication</b>								
	9.1 Is there a system whereby all defects found with equipment / plant / premises are notified to management and taken out of service?							

**Part 2: On-Site Checks**

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
<b>10 Policy</b>								
	10.1 Does the Health and Safety Policy form part of the formal induction programme?							
	10.2 Is there an up to date Health and Safety Policy displayed on the Health and Safety Board							
	10.3 How are updates and amendments communicated to all staff?							
	10.4 Is there an up to date Health and Safety poster in prominent display							
	10.5 Are the details on the Health and Safety poster up to date?							
<b>11 Risk Assessment</b>								
	11.1 Are individual risk assessments undertaken for staff or young people with medical conditions posing H&S risk							
	11.2 Are schools specific risk assessments in place for those activities that pose a <b>significant risk</b>							
	11.3 Is there evidence that heads of department / subject leads have adopted / adapted model risk assessments for relevant curriculum activities? <i>E.g. In DT, PE and Science there should be a clear link made</i>							

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	<i>between daily use texts, such as the scheme of work and relevant national advice, such as CLEAPSS, Be Safe (Primary) or Safe Practice in PE and Sport.</i>							
	11.4 Are staff aware of the content and location of all relevant risk assessments?							
	11.5 Are all off site visits risk assessed?							
	11.6 Is a member of staff designated as an Educational / External Visits Coordinator (EVC) and have they received training?							
<b>12 Inspection/Monitoring</b>								
	12.1 Have the actions from the last external H&S audit been completed?							
	12.2 Is regular monitoring undertaken by heads of department (Key stages 3-5 in Art, PE, Science and DT)? (This could be via the use of curriculum specific checklists or alternate approach).							
	12.3 Have recommendations arising from curricular inspections been actioned?							
<b>13 Fire Safety</b>								
	13.1 Is a documented school evacuation plan in place?							
	13.2 Does this evacuation plan also consider any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.)							
	13.3 Does it reflect high risk areas e.g. boilers/electricity boards							
	13.4 Does it show the designated escape route on a map							
	13.5 Are appropriate fire extinguishers available and inspected annually?							
	13.6 Are all emergency exits / routes clearly							

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	signed, available for immediate use and unobstructed?							
	13.7 Do all areas of the school used outside of ambient daylight hours have emergency lighting available on escape routes? <i>(in particular, focus on those areas used for lettings)</i>							
	13.8 Does the fire alarm system have a battery back up?							
	13.9 Are all key internal fire doors (e.g. cross corridor and stairwell doors) in place and fully closing? Are intumescent strips in place?							
<b>14 Asbestos – Discovery only</b>								
	14.1 Is the asbestos permit to work system used on <b>every</b> occasion before any work is conducted on building fabric? (This applies equally to the site team / caretaker as to contractors).							
	14.2 Is the permission to work log well maintained (pages in order, all entries signed and dated, no gaps etc.)?							
	14.3 Are authorising officers clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey?							
	14.4 Has the location of known ACM remaining in situ been communicated effectively to all relevant staff / building users? How is it communicated?							
	14.5 Are there a minimum of 2 asbestos authorised officers within the school? (refresher training is required every 3 years)							
	14.6 Has the annual asbestos visual inspection							

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	been completed and recorded on the management plan or in the asbestos log?							
<b>15 Contractors</b>								
	15.1 When awarding contracts directly is health and safety included in specifications and contract conditions?							
	15.2 Are appropriate competency checks undertaken prior to engaging a contractor directly? <ul style="list-style-type: none"> <li>- Method statements</li> <li>- References</li> <li>- Hot works permit</li> <li>- Pre-works meeting</li> <li>- Scheme of Work</li> <li>- Insurance</li> </ul> <a href="https://www.hse.gov.uk/pubns/indg368.pdf">https://www.hse.gov.uk/pubns/indg368.pdf</a> <a href="https://www.hse.gov.uk/pubns/indg411.pdf">https://www.hse.gov.uk/pubns/indg411.pdf</a>							
<b>16 Electricity/Gas</b>								
	16.1 All emergency shut offs are accessible, clearly identified and functioning?							
	16.2 Are gas cylinders stored appropriately? (Secured upright, separated from flammables, room signed and location marked on plan within fire risk assessment)							
<b>17 LPG tanks</b>								
	17.1 Check external above ground pipework and fittings visually, are there any signs of corrosion or damage?							
	17.2 Check emergency control valves are these readily accessible and operational?							
<b>18 Plant Tools and Equipment</b>								
	18.1 Have task specific work at height risk assessments been conducted?							



## 21 First Aid

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	21.1 Are there adequate numbers and levels of first aiders on site?							
	21.2 Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc.)?							
<b>22 Medication</b>								
	22.1 Pupils with medical needs and allergies are clearly identified and an annual review of care plans is undertaken for those with more significant medical needs?							
	22.2 Is there a documented system for the acceptance and administration of medication?							
	22.3 Is there a procedure in place for missed medication or errors – how is this recorded?							
	22.4 Is the food operator aware of all food related allergies?							
	22.5 Is training for all relevant staff in use of epi-pens / medical procedures up to date? (Should be carried out annually)							
<b>23 Accident Reporting</b>								
	23.1 Accident records are kept locally and monitored for trends?							
	23.2 Are staff, visitors and young people accidents recorded?							
	23.3 How are the records stored and for how long?							
	23.4 Have <b>all</b> accidents to employees and significant incidents to pupils / visitors been reported to the HSE online when criteria met?							
	23.5 Are LAB members routinely notified of any significant accidents, such as those that are RIDDOR reportable?							

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
<b>24 Communication</b>								
	24.1	Is health and safety a standing agenda item at relevant governing body committee meetings?						
	24.2	Are there formal arrangements in place to discuss health and safety matters with other users / groups / other occupants of the site? E.g. Children's Centre, Catering, Cleaning Contractors etc.						
<b>25 Training</b>								
	25.1	Have all staff health and safety training needs been assessed?						
	25.2	Is all health and safety training recorded? Does it include: <ul style="list-style-type: none"> <li>- Management of health and safety responsibilities.</li> <li>- Health and safety for site staff / caretakers.</li> <li>- Asbestos authorised officers (min of 2) refresher required every 3 years (Discovery only)</li> <li>- Fire risk assessment (depending on complexity of premises)</li> <li>- PASMA mobile tower scaffolding (where relevant)</li> <li>- Ladder safety (if significant work at height is undertaken)</li> </ul>						
	25.3	Have all staff received an effective and documented health and safety induction?						
<b>26 Welfare and Environment</b>								
	26.1	Are finger guards in place and effectively maintained on vulnerable doors i.e. toilet & classrooms in nursery, KS1?						
	26.2	Have all DSE (computer) users been						

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	identified and their workstations assessed?							
	26.3 Has safety glazing been installed or existing glazing filmed to a verifiable standard e.g. BS 6206, BS 6262 or EN 14449 in vulnerable areas? E.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.							
	26.4 Has a glazing survey been undertaken in the last 10 years?							
	26.5 Have all actions been undertaken?							
	26.6 Is a lettings policy in place and are key risks and emergency procedures clearly communicated to hirers?							
	26.7 Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?							
<b>27 Housekeeping</b>								
	27.1 Is general housekeeping satisfactory?							
	27.2 Are rooms free from rubbish and combustible items							
	27.3 Is flooring in good condition and free of slip / trip hazards?							
	27.4 Are large cupboards/shelving units secured to a wall?							
	27.5 Are boiler rooms and electrical intake areas kept free of combustible materials including fluorescent tubes and paint?							
	27.6 Are items stored at height (e.g. files / folders on shelves) accessible, secure and safe?							
<b>28 External Areas</b>								
	28.1 Are pedestrian routes within the site clearly defined and segregated from vehicles?							

[illegible]

Area	Details	IP	Y	N	N/A	Actions/Comments Term 1	Actions/Comments Term 2	Actions/Comments Term 3
	30.1 Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?							
	30.2 Are there any outstanding actions from the Kitchen/Caterers latest hygiene report?							
	30.3 Are there any outstanding actions from the Caterers latest audit report?							
	30.4 Are all of the Caterers policies up to date?							
	30.5 Are there any outstanding items from the last EHO report for the school kitchen?							

**Any other relevant comments?**

Term 1			
<b>Signed:</b>		<b>Signed:</b>	
<b>Name:</b>			
<b>Position:</b>			
<b>Date:</b>			



<b>Term 2</b>			
<b>Signed:</b>		<b>Signed:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Term 3</b>			
<b>Signed:</b>		<b>Signed:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Date:</b>		<b>Date:</b>	

## Appendix 2

### Terms of Reference Health and Safety Forum

#### Constitution

The Health and Safety Forum consists of the MAT Head of Operations, MAT Compliance Manager, School Business Managers, Facilities Managers and the MAT Competent Person.

#### Background

One of the strategic objectives for MacIntyre Academies Trust (MAT) is to ensure we have policy, buildings, and resources that are safe and fit for purpose. The Health and Safety Forum works together in conjunction with associated committees to support the achievement of this objective and to ensure continual improvement of the health and safety management.

#### Purpose

The purpose of the Health and Safety Forum is to:

- Inform and feed into the MAT Boards Audit and Risk Function
- Consider the interface between Academy and back office departments
- Monitor action from and prepare for The Leadership Group (TLG)
- To monitor and develop the Quality and Compliance Framework
- Encourage peer support and collaboration

Some of the areas addressed through this forum are (not exclusively):

- Compliance monitoring including audits
- Policy and procedures including templates and risk assessments
- MAT Systems e.g. Every Compliance
- Health and Safety Skills & Training e.g. mandatory training and induction
- Governance for Health and Safety
- Raising awareness and promotion of key Health and Safety matters

### **Ways of working**

The Health and Safety Forum meetings are held on a termly basis. They are chaired by the MAT Compliance Manager. Notes are taken by the MAT Governance Professional and are uploaded to the The Trust Governor platform.

Meetings are held in the MAT Central office at Seebeck House in Milton Keynes or one of the academies by arrangement. In advance of the meeting, the agenda and all reports will be uploaded on the Trust Governor platform by the MAT Governance Professional.

### **Review**

The purpose and structure of the meeting will be reviewed on an annual basis in the first instance or earlier if required.