HEALTH AND SAFETY POLICY & PROCEDURE

GENERAL HEALTH AND SAFETY POLICY FOR ALL ACADEMIES WITHIN THE TRUST

This document is currently under review. Please contact info@sharemat.co.uk should you require any further information.

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Schedule of amendments:

v7 – changes to risk assessment and legionella risk management wording to provide clarity/general responsibilities updated.

V8 – responsible persons and contact details updated. Information locations updated. References to Premises and Compliance Team changed to Site Teams

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1. Overview

Our commitment to 'Valuing People' places healthy and safety at the heart of what we do.

It is a requirement of the 'Health and Safety Within the Workplace Act (1974)', and the Management of Health and Safety at Work Regulations (1999) for all individuals to be informed of their rights to safety within the workplace. SHARE MAT is committed to complying with all current Health and Safety legislation. It has produced policies, procedures and guidance documents to meet the regulations set out by the Department of Education, The Health and Safety Executive, The Advisory Committee for Safety and Health at work (ACSH) and all other advisory boards and committees.

SHARE MAT employs a Premises & Compliance Manager to oversee Health and Safety and Risk across each of the academies within the trust. The Premises & Compliance Team comprises of the Premises & Compliance Manager, Premises & Compliance Officer, Specialist Technicians and Caretakers. Contact details can be found in the 'contact us' section within this policy.

This policy applies to all those working in any of the academies within the Multi-Academy Trust including contractors and third parties.

2. Legislation and Guidance

It is a requirement for all Schools and Public Authorities to adhere to the Health and Safety legislation set out to protect those working within the education sector.

The following is a list of legislation that SHARE MAT adheres to and is referenced within this document and in the production of Health & Safety toolkits, documents and templates:

- Health and Safety within the Workplace Act (1974)
- The Management of Health & Safety at Work Regulations (1999)
- The Fire Safety Act 2021
- Control of Asbestos Regulations (2012)
- The UK General Data Protection Regulation and Data Protection Act (2018)
- CCTV Policy
- First Aid at Work Regulations (1981)
- Electricity at Work Regulations (1989)
- Gas Safety (Installation and Use) Regulations (1998)
- Control of Substances (Hazardous to Health) Regulations (2002)
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (2013), also known as 'RIDDOR'
- Management of Health and Safety at Work Regulations (1999)
- Department of Education, Health and Safety: responsibilities and duties for schools April 2022
- Manual Handling Operations Regulations (1992)
- Health and Safety (Display Screen Equipment) Regulations 2002
- Working at Height Regulations (2005).

SHARE MAT reserves the right to take guidance from additional legislation not referred to in the list above.

In addition to the forms of legislation listed above, this policy also complies with the trust's funding agreements and articles of association.

3. Statement of Intent

In accordance with the legislation published by the Health and Safety Executive, SHARE MAT is required to outline a statement of intent. The CEO, Trustees, Governors, employees and associates of SHARE MAT are committed to providing a safe and healthy environment for all users across the MAT.

The MAT's educational priorities are to:

- Encourage all pupils within the MAT to achieve their full academic, social and personal potential
- Provide pupils with all the necessary skills and experience, which will ensure that the widest possible range of choices become available to them in their future lives
- Provide a sense of community in which individuals feel safe, valued, and are actively encouraged to value, respect and help others
- Create an atmosphere and environment in which pupils can take pride of their achievements, no matter how large or small.

All of the priorities outlined above are only achievable within a physical environment that is deemed safe and healthy. SHARE MAT recognises that in order to achieve this the co-operation and support of all of the staff within the trust is required.

Health and Safety within the MAT is an area that Trustees, Governors, the CEO, Headteachers, staff, associates, representatives and parents all share as a common objective. It is imperative that everyone within the MAT understands each other's duties, functions and responsibilities in relation to Health and Safety.

4. Our Health and Safety Aims

SHARE MAT's aims for Health and Safety are listed below (but not restricted to):

- Ensuring that all academies within the MAT are considered to be a safe place to work/study
- To provide the correct equipment and systems to all accessing settings across the MAT to minimise the risk to health and safety, as far as reasonably possible
- To raise awareness among everyone across the MAT as to their roles and responsibilities for managing the health and safety of themselves and others

- To provide sufficient information, instructions, training and supervision to enable all to avoid hazards and contribute positively to their own, and others health and safety
- To ensure the dissemination of all relevant information and legislation from relevant bodies and organisations to the correct user/s
- To regularly monitor and review safety procedures throughout the academies within the MAT
- To create, review, manage and update a central repository of relevant health and safety documents, information, policies and templates.

5. Responsibilities for Health and Safety

SHARE MAT follows the guidance provided by the Health and Safety Executive to determine the responsibilities and roles of those within the MAT.

HOLDERS OF RESPONSIBILITY:

The following are designated holders of responsibility for roles across the MAT:

Responsibility for the management of Health and Safety across SHARE MAT:
CEO of the Trust
Chief Finance & Operations Officer
Premises & Compliance Manager
Trustees
Headteacher - of each Academy

General Responsibilities:

General responsibilities are outlined as follows:

The Trustees of the MAT will:

- Ensure that health & safety is adequately resourced and prioritised
- Receive regular updates on the performance of the Trust on health and safety matters
- Ensure that the Trust establish effective communication, management and governance structures
- Delegate the day-to-day management of health and safety issues to various 'competent persons'.

The CEO and Senior Executive Leadership Team (SELT) of the MAT and Executive Principal/Headteacher of the academy will:

- Ensure that health and safety is incorporated into the planning and organisation of all academy processes and functions
- Ensure sufficient communication takes place between managers and employees to allow everyone to contribute to a 'safe working environment'
- Ensure all staff members carry out correct Risk Assessments as appropriate to protect all those working across the trust
- Attend relevant health and safety training courses as and when appropriate
- Ensure that sufficient training and support is available to all members of staff
- Ensure that all staff members are aware of who their representatives are on all health and safety matters
- Ensure that staff members delegated to carry out health and safety tasks are fully competent and aware of their roles and responsibilities
- Investigate and oversee any accidents, incidents or near misses, as well as bringing all accidents, incidents and near misses to the attention of the Trustees and/or Governors.

All Staff, Contractors and Associates will:

- Ensure they are fully aware of their roles and responsibilities with reference to health and safety
- Co-operate and comply with the MAT's policies and procedures, as well as fully utilising and implementing guidance and documents provided to them by the MAT
- Attend health and safety training courses, awareness sessions and events which are made available to them
- Ensure that all safe working practises are adopted at all times
- Undertake appropriate risk assessments within their area of responsibility, document and escalate matters to the relevant people within the academy and MAT
- Alert all appropriate people of any accidents, incidents or near misses, dangerous equipment, defects, situations or concerns, that they may see or hear about across the MAT

- Work with the Premises & Compliance Team to review practice following accidents, incidents and near misses and implement identified actions
- Report any issues that they feel they cannot manage themselves.

6. Health and Safety Auditing

SHARE MAT is required by law to commission annual health and safety audits across all academies and the MAT. In addition to these external audits, SHARE MAT undertakes internal audits to ensure that it is aware of its current level of compliance, areas of concern and improvement strategies.

The external Health and Safety audits are carried out by **A J Gallagher & Co**.

SHARE MAT recognises the importance of consulting and cooperating with staff in the provision of a 'safe working environment' and 'safe working ethos'. The MAT has adopted the following terms of reference in relation to health and safety auditing:

- To examine internal and external health and safety reports and results
- Discuss areas of improvement and concerns raised by audits
- Review health and safety arrangements, processes, procedures, policies, documents and templates on a regular basis, and implement new tools in association with appropriate legislation
- Keep up to date with current and new legislation, interpret and implement relevant actions across the MAT
- Monitor and review health and safety training, support and communicate across the MAT
- Regular visual checks are undertaken to assess each site's health and safety conditions
- Regularly review Risk Assessment documents, procedures and processes
- Monitor and review all accidents, incidents and near misses
- Implement best practise in response to all accidents, incidents and near misses.

7. Training and Awareness

SHARE MAT aims to provide the best possible training and support to all staff working across the MAT. Where possible it will:

- Provide convenient training sessions to fit around staff members' work schedules
- Provide external training for advanced and technical areas of health and safety
- Issue regular updates to SHARE MAT policies, guidelines and documents
- Keep staff informed via posters, tools and documents, easily accessible at all times

Health & Safety training records will be maintained in a log along with renewal dates to ensure that all health and safety training is kept up to date.

8. Risk Assessments

SHARE MAT is required by law to undertake risk assessments and investigations for any acts that are deemed to pose a risk to anyone within the MAT.

SHARE MAT has created a process for managing all risk assessments to track and monitor risk across all of the academies within the trust. The risk assessment process is outlined as follows:

- Curriculum lesson planning and schemes of work documentation will be used to record risk assessments, in addition to using templates provided by the MAT and constructed using the Health and Safety Advice Portal (A J Gallagher & Co). All of SHARE MAT's risk assessment templates will be adapted to academy specific requirements.
- SHARE MAT will also undertake activity, person and specific risk assessments, and where appropriate, document Safe Systems of Working (SSOW).
- Risk assessments will be easily accessible to all of those who require them. The MAT will provide guidelines for use and advice for completing. Risk assessments must be regularly reviewed in line with current legislation by the owner and the person responsible for sign off.

All educational visits undertaken by the MAT will be subject to a written risk assessment process.

All risk assessments will be reviewed:

- At regular intervals.
- After accidents, incidents and near misses.
- After any significant changes to the workplace or premises.
- After any significant changes to working practises or staffing arrangements.
- After any form of notice has been served.

9. Workplace Safety

The trust will take reasonable steps to ensure that all premises are safe for pupils, staff and visitors. This means keeping classrooms, corridors and communal areas tidy, organised and free of hazards. Appropriate clothing and good conduct will also be expected in school to contribute towards good health and safety practise.

Any hazards noticed by pupils, staff, contractors or visitors must be reported to the school.

Display Screen Equipment (DSE)

The MAT recognises the importance of health and safety surrounding the use of DSE and complies with 'Health and Safety (Display Screen Equipment) Regulations 1992'. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- Backache
- Fatigue and stress
- Temporary eye strain.

The MAT adopts the following precautions to ensure a safe system of work for staff, pupils, volunteers and visitors across the Trust;

- Work areas are risk assessed and reviewed on a frequent basis.
- Individual DSE risk assessments are carried out by a competent person for staff who are identified or those who request it.
- Staff and pupils are trained on how to use Display Screen Equipment and the risks of working for a prolonged period of time.
- any issues or concerns should be reported to a line manager or the MAT's Premises and Compliance Team.

Manual Handling

The MAT complies with 'Manual Handling Operations Regulations (1992)'. The MAT will provide information, guidance and training on safe manual handling for day-to-day tasks, and will, as is reasonably possible, avoid the need for staff to undertake manual handling operations at work which could involve a risk of injury.

A suitable risk assessment will be carried out with staff to manage risk, implement control measures and ensure a safe system of work.

The MAT expects staff, when manual handling within their role, to:

- Safeguard their own health and safety whilst at work and those of any persons who may be affected by their actions.
- Follow safe systems of work as outlined within the risk assessment.
- Attend or complete training as appropriate.
- Report all accidents, incidents and near misses to the MAT's Premises and Compliance Manager.
- Inform their line manager if they are unable to perform manual handling duties.
- Ensure they do not try to perform a manual handling operation which they believe is beyond their physical capability.

Slips and Trips

Slips and trips are the most common cause of injury at work and the most reported injury by members of the public. They can lead to both minor and major injuries and sometimes fatal accidents. Accidents happen for a number of reasons, they typically involve:

- Members of staff or pupils moving around site quickly or running.
- Wearing unsuitable footwear.
- Uneven floor surfaces.
- Poor lighting leading to limited visibility.
- Spillages and wet floors.
- Obstructions (e.g., cables, bags, boxes).

The MAT aims to reduce the risk of slips and trips by:

- Ensuring suitable cleaning regimes are in place.
- Ensuring appropriate footwear is worn on school site by staff and pupils.
- Ensuring that all areas around site have suitable lighting.
- Ensuring that sufficient storage space is available.

Working at Height

The MAT complies with 'Working at Height Regulations (2005)'. The MAT will provide suitable information, guidance and training on safe working at height practise. The MAT understands that some activities will require working at height and in these cases a suitable risk assessment must be completed. Before working at height, staff are expected to do the following:

- Assess the risks
- Ensure that the right equipment and PPE has been selected
- Ensure that equipment has been suitably checked and serviced before use
- Ensure that the space is safe and secure with no hazards or obstructions.

10. Fire and Health & Safety Management

SHARE MAT is required by law to carry out risk assessments for all its premises to ensure that they are safe in case of a breakout of fire. An outbreak of a fire in an academy can be extremely serious and dangerous. Under the 'Fire Safety Act 2021', all academies are required to have an up to date fire risk assessment.

The Premises & Compliance Manager is responsible for ensuring risk assessments are carried out and are up to date, with support from appropriate external contractors where appropriate.

The Premises & Compliance Team will work with the Administration Manager and Head teacher in each of the academies to ensure the completion of up to date risk assessments. The Premises & Compliance Team will ensure that all findings from the fire risk assessments are communicated quickly and effectively to the appropriate parties, as well as ensuring that all significant hazards are addressed. The Premises & Compliance Team will also ensure that there is a clear process in place for tracking and reviewing all risk assessments associated with fire.

SHARE MAT follows a strict fire drill process. A fire drill is undertaken once per term in each of the academies and within one month of the start of any new academic year.

The Administration Manager is responsible for ensuring that all fire drills are carried out within set guidelines, with support from the Premises & Compliance Team; The Administration Manager will complete a 'Fire Drill Form' and track any issues from the drill and alert the relevant people.

SHARE MAT has a '**Fire Logbook'** in each of its academies, in which it records all fire drills, fire alarm testing, emergency light maintenance and checks, fire extinguisher maintenance, fire officer visits and any appropriate issues that need recording. The Caretaker within each of the academies is responsible for ensuring that the '**Fire Logbook'** is kept up to date. The Premises & Compliance Team will check that the logbook is kept up to date with unscheduled spot checks.

A copy of the '**Fire Logbook'** and a fire risk assessment will be accessible at all times.

Displays, storage areas, escape routes, staircases and other applicable areas must be fully flame retardant and will be checked regularly by the Premises & Compliance Team.

Any hazardous and combustible materials will be monitored to ensure that they do not come into contact with sources of heat or any other source that may be deemed harmful. Risk assessments will be undertaken to ensure that all such materials are stored, managed and handled correctly. This will be managed by the department leads and overseen by the Premises & Compliance Team.

The MAT will ensure that all internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be monitored and checked on a regular basis to ensure that the door, and the closing mechanisms are all operating correctly.

11. Permission to Work (Including Hot Working)

SHARE MAT is required by legislation to operate a 'Permission to Work' permit process, which also covers hot working conditions.

SHARE MAT's permission to work process must be carried out when any work will be conducted that is deemed to be 'intrusive' to the structure of any of the buildings across the trust. The Premises & Compliance Team will oversee the process to ensure it is carried out effectively. Any permissions to work processes will be recorded in the individual site teams SharePoint folder.

The Premises & Compliance Manager will ensure that the hot working process is carried out and implemented effectively in accordance with the 'Premises and Facilities Manual'.

12. Asbestos

SHARE MAT is required by law to have an effective and thorough process for managing and recording any known areas of asbestos. Asbestos is a naturally occurring mineral that has previously been used within the construction process of buildings and other products pre-2000's. Asbestos was used as a natural fire retardant and insulant, however, has been deemed hazardous since 2000.

SHARE MAT acknowledges and understands that asbestos is only deemed hazardous to individuals if it is found to be disturbed or damaged. If asbestos is found in a good condition it poses no risk to individuals.

SHARE MAT takes the management of asbestos seriously and ensures that it maintains an accurate and up to date register of the whereabouts of all known asbestos areas across all sites. This is done in an '**Asbestos Register'** which is kept by the Premises & Compliance Team (or FM provider for PFI schools) at all times.

Under the Control of Asbestos Regulations (2012), the Headteacher, as duty holder, is held responsible and accountable for the management of asbestos across the site. SHARE MAT operates a management of asbestos structure to delegate the internal management of asbestos throughout the school and trust.

The Premises & Compliance Team will work with the relevant Caretakers within each of the academies to ensure that the asbestos register is kept up to date and accurate. They will also inform all relevant staff working in known asbestos areas or proposing to carry out work in these areas.

An asbestos survey and asbestos management reports are kept within the asbestos register and stored in the site office at all times unless stated otherwise. SHARE MAT's permission to work process will also be included to inform all relevant staff of any intrusive planned work to the structure of the buildings across the trust.

Where invasive building work is planned to be carried out a detailed asbestos survey will be carried out at the planning stages of any new work. No new work will be undertaken until a full in-depth asbestos survey has been completed. This survey will cover the full scope of all of the work planned. The Central Premises Team will ensure that asbestos reporting is always considered at the planning stages of any invasive work considered across the trust and will ensure that contractors are fully briefed.

The Premises & Compliance Team will, when it is appropriate to do so:

- Review the condition of asbestos materials
- Review and update any asbestos hazard risk assessments
- Record and update any floor plan changes

The Premises & Compliance Team (or FM provider for PFI schools) is responsible for ensuring that any asbestos hazards are identified in appropriate reports and logged accordingly and for ensuring that all relevant persons are informed about the high-risk areas.

13. Legionella Risk Management

SHARE MAT recognises that Legionnaire's disease is a type of pneumonia. This is an uncommon but incredibly serious disease. Legionnaire's disease does not spread on a person to person basis, it is caught when small droplets of water are inhaled that contain the Legionella bacterium. Most people who inhale the bacteria do not become ill, however the risk of the disease is nevertheless treated as a high-risk matter.

Outbreaks of Legionnaires disease occur when in-built water systems are at an optimum temperature to encourage the growth of the bacteria. Academies may therefore be at risk in relation to their domestic water systems.

A Legionella survey is carried out by a qualified external contractor and stored in the site office.

SHARE MAT implements a Legionella Maintenance Programme to prevent the occurrence of bacteria growth in all of its academies. The Legionella Maintenance Programme can be found within the logbook that also includes a Legionella Survey Report. Additional information on Legionnaire's disease or the management process can be obtained by contacting the Premises & Compliance Team.

The Premises & Compliance Team are responsible for ensuring:

- That the recommendations from all reports are implemented
- That all appropriate personnel are sufficiently trained
- That all appropriate personnel understand what actions are required following a report and ensure that any relevant work required to improve legionella is completed
- That a competent person reviews the Legionella Survey Report every twelve months/or when any changes occur that may impact legionella
- That all activities in the Legionella Maintenance Programme are up to date and are delivered on time
- That all required documentation is kept up to date and stored correctly

14. Accidents, Incidents and Near Misses

SHARE MAT recognises that, even in a safety conscious academy, accidents may still occur. SHARE MAT outlines in this section how it handles all accidents, incidents and near misses across all of its academies.

The **Premises & Compliance Team** will ensure that all accidents, incidents and near misses are effectively reported and recorded. Where accidents are required to be reported to the Health and Safety Executive, this will be done within the required legal time limit. If a Health and Safety consultant is required to support actions and decisions, a competent advisor will be brought in by the MAT.

SHARE MAT ensures that **all staff** are aware that they have a responsibility to report and record all accidents that occur in the academy in line with the MAT's policies and procedures. The Premises & Compliance Team will ensure that staff are aware of the requirements to complete a report and where to find the necessary documents and support. A staff member with designated responsibility for first aid will ensure that the accident book/log is kept up to date in each academy.

The Premises & Compliance Team will review all accident reports to identify any common themes or patterns. Relevant reports will be referred to the senior management team for them to decide whether an investigation should be taken further. All actions will be done in line with the MAT's policies.

In serious cases, the Premises & Compliance Manager will carry out an in-depth investigation to identify the cause of an accident and to ascertain whether better practise can be implemented. This will usually involve completing a Risk Assessment to mitigate the identified risk.

An investigation may be launched by external authorities in cases of accidents, incidents or near misses that fall under 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) (RIDDOR)'. Accident reports will be reviewed, and witnesses may be interviewed. This may happen in cases including but not limited to:

- Deaths
- 'Specific injuries'
- Injuries that lead to incapacitation of staff for over 7 consecutive days.
- Non-fatal accidents for non-workers that result in a visit to hospital.
- Occupational diseases.
- Dangerous occurrences and near misses.

15. First Aid

SHARE MAT is required by law to have a detailed and thorough first aid process in place across its site. SHARE MAT recognises that under the First Aid at Work Regulations (1981) it has a responsibility to provide sufficient and appropriate equipment and facilities across the trust. SHARE MAT also undertakes risk assessments across the trust to facilitate arrangements for first aid.

SHARE MAT maintains a list of qualified first aid trained staff across its sites.

The Administration Manager at each academy keeps a record of first aid qualifications as well as tracking renewal dates on all certificates. Records of training and renewal dates are also kept by the designated training company.

SHARE MAT carries out a risk assessment to evaluate the level of first aid required across all departments throughout the trust. First aid provisions for each department are readily accessible to ensure a quick response to an injury.

16. Electricity

SHARE MAT is required by law to have sufficient policies and procedures in place to manage electricity across the trust. The MAT acknowledges that electricity has the potential to cause serious harm, and even death in some instances when not handled correctly. The Electricity at Work Regulations (1989) states that all electrical systems and appliances must be frequently inspected and maintained to a sufficient standard. SHARE MAT has a responsibility to maintain and repair any faulty electrical equipment on its premises.

Fixed installations (i.e. sockets, light fittings and general wiring throughout any of the premises) are tested at least every five years by a competent electrician. All testing is recorded and held by the Premises & Compliance Team.

Portable electronic equipment will be inspected, tested and maintained in accordance with current HSE guidance and that of the Institute of Electrical Engineers.

Personal electronic equipment may only be brought on site by staff once it has been approved by their senior manager. This will then be classed as academy equipment and may only be used once is has passed a personal appliance test (PAT).

The Premises & Compliance Team (or FM provider for PFI schools) is responsible for arranging the testing and maintenance of portable electronic equipment in the academy, including all equipment brought in by staff.

All testing certification and documentation will be stored on the individual site teams SharePoint folder (or FM provider for PFI schools). All fixed electrical testing and personal appliance testing will be carried out by a suitable and competent person(s).

17. Gas

SHARE MAT is required by law to have procedures in place to correctly manage gas across all of its sites. Under the Gas Safety (Installation and Use) Regulation (1998), there is a requirement for all gas appliances (i.e. central heating boilers, gas water heaters) to be checked, serviced and maintained by a competent (Gas Safe registered, formally CORGI registered) contractor on an annual basis.

The Premises & Compliance Team (or FM provider for PFI schools) is responsible for arranging the testing and maintenance of all gas appliances on site. Gas appliance inspections will be carried out by a suitable and competent person(s). All testing documentation will be retained by the Premises & Compliance Team (or FM provider for PFI schools).

18. Substances

SHARE MAT is required by law to have procedures in place to demonstrate that it manages all forms of substances correctly within its academies. The MAT recognises that the Control of Substances Hazardous to Health Regulations (2002), COSHH, requires an assessment to be carried out on the work processes associated with the use of substances that are hazardous to health.

SHARE MAT holds an inventory at each of its academies for all hazardous substances held on site.

The Head teacher/Head of Department is responsible for ensuring that all appropriate personnel are suitably trained on how to manage hazardous substances. Where applicable, pupils who may need to use hazardous substances will be briefed by appropriately trained staff on how to correctly use and manage them.

Heads of Department are authorised to approve the purchase of hazardous substances.

19. Site Safety and Security

SHARE MAT is required by law to ensure that all of its sites are as secure and safe as possible. It takes the safety and security of staff, pupils and visitors seriously.

A Site Security Risk Assessment is undertaken each year by the Premises and Compliance Team.

All issues relating to damage, including suspected damage, should be reported to the site team.

The Premises & Compliance Team will ensure that regular site visits are conducted of the inside and outside of all the premises.

Most sites are protected and monitored using CCTV. More information regarding the use of CCTV across the Trust can be found in the 'CCTV Policy'.

20. Safety Guidance Documents and Risk Advice Notes

Safety Guidance Documents (SG) and Risk Advice Notes (RAN) form part of the safe operating procedures and are used as appropriate to support the academies in the MAT in the practical day to day management of many aspects of academy safety. Copies of these documents are available to all staff and are available on the Staff Shared Area.

The Premises & Compliance Team is responsible for ensuring that operational and strategic Health & Safety documentation is up to date and communicated to staff appropriately with the support of the Academy's Administration Manager. These documents, along with other general health and safety frameworks, toolkits and checklists are available to staff as an additional source of reference when carrying out a task (e.g. working with hazardous substances, planning an educational visit or setting up portable gas heaters in the event of a heating breakdown).

21. Contractors

The selection and management of contractors across the MAT is undertaken by the Premises & Compliance Team. It is vital that any company or persons invited to work on a school site operates under the highest level of health and safety possible and is aware of the trust's policy and procedures. When engaging a contractor, the following will be considered:

- All aspects of the work will be identified and set out in a job specification.
- Qualifications, experience and case studies.
- References (as required).
- Insurance and certification.
- Safety method statements.
- Risk assessments.
- Permits to work.
- Suitable PPE and equipment.
- Safeguarding and DBS information.

The trust will provide all contractors with relevant information about the site including asbestos management plans, fire evacuation information and emergency plans.

All contractors will be inducted on to site by the caretaker, who has been trained to provide the induction.

22. Pandemics and Infection Control

SHARE MAT understands that pandemics and infectious outbreaks are rare, however carefully planned, management systems and processes are in place to support academies in the event of such occurrences and to limit and lower the risk of infection on site.

The MAT monitors local, national and global situations in line with the UK Government, Public Health and World Health Organisations advice and guidance.

In the event of a pandemic or infectious outbreak, risk assessments, training and guidance will be supplied by the Central Services Team and circulated to all academies to support and advise staff.

Further to the COVID 19 pandemic (2020), SHARE MAT has produced a pandemic and infectious outbreak management plan which will be implemented in the event of an outbreak on site. Advice and guidance will be sought from relevant professional bodies as appropriate.

23. Contact

Questions or concerns relating to this policy, or regarding health and safety across the trust should be directed in the first instance to the Premises & Compliance Team.

Alyson Kimber Chief Finance & Operations Officer, SHARE MAT alyson.kimber@sharemat.co.uk 01484 955007
Lisa Audsley Premises & Compliance Manager, SHARE MAT lisa.audsley@sharemat.co.uk 01484 955007

24. Complaints

If it is felt that concerns and complaints raised regarding health and safety have not been dealt with effectively by the team at SHARE MAT, the next step is to raise a complaint to the supervisory authority.

The supervisory authority for health and safety is the Health and Safety Executive (HSE).
Health and Safety Executive
www.hse/gov.uk/contact