



MITRE

50 – HEALTH AND SAFETY POLICY
&
LOCAL ARRANGEMENTS

Agreed Autumn 2023

Signed by Chair of Trustees

A handwritten signature in black ink, appearing to read 'G. ...', is written over a horizontal teal line.

NEXT REVIEW AUTUMN 2024

MINSTER TRUST FOR EDUCATION

RUFFORD COURT, WELLOW ROAD, EAKRING, NOTTINGHAM NG22 0DF

Associated Documents:

- MITRE annual Health and Safety Guidance
- MITRE Asbestos and Management Strategy Policy
- Education Visits Policy Documents
- Asbestos Logs
- Legionella Logs
- Fire Logs
- Health and Safety Executive (Health and Safety at Work Act 1974)
- Control of Asbestos Regulations 2012

This policy has been adopted by the Board of Trustees of Minster Trust for Education (MITRE) and is applicable across all academies that make up the group. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Body. This policy will be monitored regularly and reviewed formally by the Board of Trustees in line with the agreed timetable for policy review or sooner as events or legislation requires such change.

MITRE schools will identify their local arrangements which will be regularly reviewed and approved by the Local Governing Board for the following areas:

- Health and Safety Co-ordinators/representatives
- Health and Safety Training responsibility and documentation
- Fire and other emergencies including Fire prevention and detection equipment arrangements
- Locations of Main Service isolation points, i.e. water, electricity, gas
- Location of Accident book – personnel in charge of Accident book
- List of First Aiders
- Location of First Aid boxes – quantity and staff ownership/Travelling First Aid box
- Address/Telephone numbers of nearest medical centre/hospital and emergency facilities
- Educational Visits and Journeys/Work Experience
- Housekeeping and Disposal of waste including hazard reporting
- Repairs and maintenance
- Premises security
- Severe weather
- Risk Assessment register
- Lone working
- Manual Handling of People
- Manual Handling of Objects
- Manual Handling equipment including equipment provided for students with SEND
- Laboratory and Department Apparatus/ Equipment/Substances
- Portable electrical appliances
- Display Screen Equipment
- Personal Protective Equipment
- Respiratory Equipment
- Welfare Bullying/Harassment/Staff welfare
- Vehicles

Health and Safety Statement For Minster Trust for Education

Statement of Intent:

The Board of Trustees of MITRE will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as students, visitors, and contractors.

The board via Local Governing Bodies and Senior Leadership Teams will ensure that effective consultation takes place with all employees on health and safety matters and that individuals

are consulted trained and competent before allocating particular health and safety functions to them.

Where necessary the board will seek specialist advice to determine the risks to health and safety in the establishments and the precautions required to deal with them. This will be through contracted services from Nottinghamshire Local Authority.

The board via Local Governing Bodies and Senior Leadership Teams will provide sufficient information and training in health and safety matters to all employees in respect of the risk to their health and safety.

The board via the Local Governing Bodies and Senior Leadership Teams requires the support of all staff to enable the maintenance of high standards of health and safety in all the groups' sites and activities.

Responsibilities of the Local Governing Bodies

- Ensuring that the school request Health and Safety advice from the Trust as required
- Full compliance with the Annual H&S Guidance document provided by MITRE
- Full compliance with the MITRE Asbestos and Management Strategy Policy
- Regular monitoring and review through a Health and Safety QA calendar and Health and Safety Committee meetings
- Reviewing Health and Safety arrangements regularly (at least once a year) and implementing new arrangements where necessary
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the Health and Safety of employees or other persons
- Ensuring that any relevant guidance from MITRE is drawn to the attention of all employees
- Prioritising action on Health and Safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken
- Seeking specialist advice on Health and Safety (via MITRE) which the establishment may not feel competent to deal with
- Promoting high standards of health and safety within the establishment
- Active and reactive monitoring of Health and Safety matters within the schools including Health and Safety inspection reports and accident reports and ensuring that any matter raised through MITRE health and safety reviews are resolved in a timely manner.

Responsibilities of the Head Teacher/Head of School

- Providing a robust Health and Safety management system which addresses the following key areas of responsibility: -
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 - Adoption of MITRE Policy with local information added for the school

- Adherence to the MITRE Annual H&S Guidance document
 - Adherence to the MITRE Asbestos and Management Strategy Policy
 - Risk Assessments including a risk register which list all assessments held
 - Preparation for and participation in MITRE H&S reviews
- The day-to-day management of Health and Safety matters in the establishment in accordance with the policy and ensuring the Health and Safety arrangements are carried out in practice
 - Ensuring that Risk Assessments are made and recorded of all the School's work activities including those off site which could constitute a significant risk to the Health and Safety of employees or other persons and also specific student and staff risk assessments for individuals working in and being educated in the School
 - Engaging with the termly Health and Safety reviews and sharing the report with the Local Governing Body
 - Ensuring that remedial action is taken following Health and Safety inspections
 - Ensuring that information received on Health and Safety matters is passed to the appropriate people and that this policy is shared with all staff
 - Identifying staff Health and Safety training needs and arranging for them to be provided;
 - Attending the establishment's Health and Safety meetings with appropriate representatives
 - Drawing up the establishment's annual Health and Safety action plan
 - Co-operating with and providing necessary facilities for trades union safety representative
 - Monitoring, purchasing, and maintenance of equipment and materials and ensuring that it complies with current Health and Safety standards
 - Monitoring contractors and ensuring that only approved competent contractors are engaged to work on the School site
 - Inducting contractors on site before any work commences
 - Seeking specialist advice (via MITRE) on Health and Safety matters where appropriate
 - Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs
 - Keeping a record of any accidents on site, investigating when necessary, and reporting RIDDOR incidents when required. Ensuring that Trust leaders are aware of any serious accident/incident that takes place.

Note: All items remain the responsibility of the Head Teacher or Head of School, but should be delegated with the appropriate authority to ensure they are fully undertaken. The people delegated must be suitably trained and competent to undertake these duties. Records of delegated roles and authority should be maintained at all times.

Responsibilities of all staff

- Take reasonable care for the Health and Safety of themselves and others when undertaking their work/duties
- Ensure they undertake the relevant Health and Safety training as required by the School
- Check classrooms/work areas are safe
- Check equipment is safe before use

- Co-operate on all matters relating to Health and Safety by complying with the Health and Safety policies/procedures
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of Health, Safety and welfare
- Report immediately to their Head Teacher/line manager any serious or immediate danger
- Report to their Head Teacher/line manager any shortcomings in the arrangements for Health and Safety
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use
- Participate in Health and Safety reviews and committee where appropriate
- Ensure that all accidents and serious near miss accidents are reported in the School's accident report book and that the reports contain all relevant data as required by the report, additionally, any serious incidents are reported to MITRE.

Local Arrangements for xxxx School

Health and Safety Co-ordinator

Senior member of staff in the school with responsibility for health and safety matters (Health and Safety Co-ordinator):	
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Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	
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Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title

Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	
A copy of the emergency plan is available at:	

	Person Responsible	Deputy
The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.		
Summoning of the emergency services.		
That a roll call is taken at the assembly point		
That no-one attempts to re-enter the building until the all clear is given by the emergency services		

Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	
Gas	
Electricity	

Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	
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Accidents and Medical Arrangements

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

Location of Accident Book	Person in Charge of Accident Book
xxxx	
Accident reports must be drawn to the attention of the Head Teacher / Principal. Records must be retained. Incidents that meet the threshold must be reported to RIDDOR.	
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	
Person responsible for investigating accidents/incidents:	

The following types of incidents should be reported to MITRE:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in staff or members of the public requiring further medical treatment
- Any disturbance of asbestos
- Any incidents which are RIDDOR reportable.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	

Risk Assessments

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	
Person responsible for retaining an up to date risk assessment register:	

Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	

Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	
Defective furniture must be taken out of use immediately and reported to:	
Person responsible for ordering repairs and maintenance:	

Provision of Information

Person responsible for distributing all health and safety information received from the Trust:	
Records of employees' signatures indicating that they have received and understood health and safety information is kept:	
The health and safety notice board is sited:	
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	
The HSE Health and Safety Law Poster is displayed:	

Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	
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- Health and Safety Policy
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	
Person responsible for compiling and implementing the school's annual health and safety training plan:	
Person responsible for reviewing the effectiveness of health and safety training:	

Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	
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Asbestos

Person with overall responsibility for managing asbestos:	
The asbestos register is kept at:	
Contractor who will conduct the annual asbestos management survey is:	
Person with responsibility for ensuring the local asbestos management plan (LAMP) is implemented, maintained and reviewed after the annual asbestos management survey has been received is:	
The LAMP is kept in:	
The disturbance procedure is displayed in a (staff only) area, at:	
Person responsible for maintaining and implementing the Suspected Asbestos Disturbance plan:	
Person responsible for ensuring annual asbestos information is provided to all staff:	
Person responsible for ensuring asbestos information is provided to relevant contractors:	

Legionella

Person with overall responsibility for managing Legionella:	
The Legionella risk assessment is kept at:	
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	

The log book is kept in:	
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Fire

Person with overall responsibility for managing fire safety:	
The fire risk assessment is kept at:	
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	
Person responsible for routine maintenance and servicing of fire safety equipment:	
The log book is kept in:	
Person responsible for ensuring that termly fire drills are carried out:	

Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	

Visitors

On arrival all visitors must report to:	
Where they will be issued with; <ul style="list-style-type: none"> • An identification badge • Relevant health and safety information • Sign the visitors book 	

Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	
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Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	
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Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	
Person responsible for informing the Trust of any build works to take place (before the work commences):	

Person responsible for selecting contactors and vetting contactors' health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	
Responsibility for liaison and monitoring of contractors:	
Person responsible for ensuring that contractors sign the Local Asbestos Management Plan (if asbestos on site)	

Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised and competent to operate and use:	

Ladders and Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised and competent to operate and use:	

Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	
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Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	

Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	
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Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	
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Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised and competent to operate and use:	

PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	
Contractor responsible for annual full inspection and report:	

Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	
Contractor responsible for annual full inspection and report:	

Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised and competent to operate and use:	

Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	
Person(s) authorised and competent to operate and use:	

Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	
Person(s) responsible for carrying out formal visual inspection and testing:	
Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	

Laboratory Equipment

Person responsible for ensuring the safety of laboratory equipment:	
Person responsible for ensuring the safety of laboratory substances:	

Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title

Person responsible for implementing the requirements of the DSE risk assessment:	
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Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none">• Correctly and safely maintained• Regular inspections are carried out• Remedial action is taken or if necessary the pool is taken out of use where necessary• Appropriate records are kept	
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	

Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	

Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Copies of all the hazardous substances inventories are held centrally in:		
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		

Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	

Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to **xxxxx** (e.g. Site Manager / Caretaker) to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	

Waste Management and Disposal

Waste will be collected daily by:	
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	
Person responsible for the safe disposal of any hazardous substances or special waste :	
Person responsible for ensuring the safe and appropriate disposal of any clinical waste :	

Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	
Person responsible for monitoring the safety of manual handling activities:	

Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	
Person responsible for monitoring the safety of manual handling activities:	Erica McGinley

Educational Visits

The Educational Visits Co-ordinator at the school is:	
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	
The Educational Visits Policy is located at:	

Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	
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Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation or action to the Trust	
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Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	
Person responsible for ensuring follow up action on the report is completed:	

Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	

Signed by Head Teacher _____ Date

Signed by Chair of Governors _____ Date
