



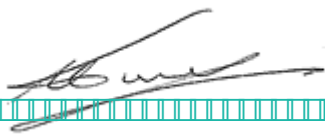
50 HEALTH AND SAFETY

&

MANAGEMENT

ANNUAL REPORT 2023

CONFIDENTIAL



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: -
  - o
  - o 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.