Mulberry Academy London Dock Health & Safety Policy

Approval Body:	MALD LGB
Approval Date:	June 2025
Implementation Date:	June 2025
Review Date:	June 2026
Part 1 **Part 2**	Statement of intent Roles and Responsibilities
Policy Version:	2

1. Health and Safety Policy Statement

This policy applies to all staff and pupils of The Mulberry School Trust (MST), and any other users of the buildings or facilities, including other affiliated companies within the organisation. Its objective is to set out the direction for health and safety throughout MST and to demonstrate the trust's commitment to health and safety.

It meets sections 2 (3), 3 and 4 of the Health and Safety at Work etc. Act of 1974, including a written statement of intent by trust leaders.

Our Trust Health and Safety Policy is set out in 3 parts:

- Part 1 – Health and Safety Statement – Our aims and objectives
- Part 2 - Roles and responsibilities
- Part 3 - Health and Safety Handbook (separate to this document)

HEALTH AND SAFETY POLICY - PART 1: **STATEMENT OF INTENT**

The Mulberry School Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties. This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given within the school health and safety handbook that details all of the school's arrangements. So far as is reasonably practicable, with the help of its employees, the Trust will:

- Provide adequate control of the health and safety hazards and risks arising from school activities.
- consider our common law in loco parentis duties to all pupils in our care
- consider under Health and Safety at Work Act {1974} S3, our statutory duty of care to pupils and other non-employees
- consult with our employees and their representatives on matters affecting their health, safety and welfare
- ensure all employees are competent to do their tasks and to offer them adequate training where appropriate
- provide information, instruction, training and supervision for employees
- provide and maintain safe plant, equipment and processes
- ensure safe handling and safe use of all hazardous substances
- prevent accidents and ill health by promoting safe healthy working conditions
- take full advantage of the technical expertise from Juniper Ventures Health and Safety to monitor and regulate the working environment
- to be aware of the philosophy contained within HSE documentation
- review and revise this policy as necessary at regular intervals, at least annually
- follow the employer's related policies, guidance and instruction

Jane Farrell, Chair Trust

24th June 2024

Dr Vanessa Ogden CEO

24th June 2024

Trust Review Date and Gov. Sign off: Every 12 months :

LOCAL GOVERNING BODY POLICY STATEMENT

Following the Scheme of Delegation LGB's will strive to achieve the highest standards of health, safety, welfare and statutory compliance. This statement sets out how the LGB will have health and safety compliance/assurance

Each Local Governing Bodies of MST must ensure that schools are following the Trust policies and procedures, this being based on the health and safety handbook and to develop the handbook to ensure:

- All staff are consulted and have full participation with the health and safety handbook and all related policies
- All staff are consulted and have full participation with the school's risk assessments
- The school provides a safe and healthy learning and working environment.
- All accidents are investigated in a timely fashion and causation factors identified to prevent reoccurrence in order to aim for the prevention of accidents and work-related ill health.
- Compliance with statutory requirements as a minimum.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Ensuring safe working methods and providing safe working equipment.
- Providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the organisation
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

Parul Hussain, Chair LGB	Chris Harvey, Principal

HEALTH AND SAFETY POLICY - PART 2: **ROLES AND RESPONSIBILITIES**

2. ROLES AND RESPONSIBILITIES

As the employer of staff, the Mulberry Schools Trust (MST) has the overall responsibility for the health, safety and welfare of all staff and pupils in its academies. MST recognises that decisions about workplace health and safety should take into account the views/priorities of the workforce and the management.

MST have created our Trust health and safety statement of intent which includes the specific roles and responsibilities. In addition to this a new health and safety handbook has been created for all of our schools. This has been completed as senior management are actively reviewing and raising the profile of health and safety, noting that a health and safety handbook assists in the management of arrangements and risk controls in an easier to use and maintain fashion compared to being located at the back of a health and safety policy. This document sets out the overarching framework across the Trust, and the new health and safety handbook assists with the day-to-day management and control of health and safety in each of our schools.

The overall responsibility for health and safety in MST lies with the Board of Trustees with delegated power to the Local Governing Body of each school in the Trust. The Local Governing Body, whilst not an employer of staff, nevertheless plays an important role in ensuring a school is effectively run and that good health and safety management is promoted. The Board of Trustees recognises its role in guiding the strategy for health and safety and supporting all recognised efforts by its schools to meet the objectives and targets set within the corporate plan for health and safety.

All staff have a responsibility to do all they can to make sure the Trust academy premises are safe places as follows:

2.1 **The Board of Trustees** of The Mulberry School Trust has ultimate, strategic responsibility for all aspects of health and safety within the Trust. **Trustees have authority to instruct academy leaders to act on recommendations**.

They shall ensure that:

- A clear policy with procedure is in place and sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment.
- Appropriate training is available to all trust staff.
- Competent health and safety advice is procured and readily available for the academies.

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for the MST
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the MST
- Ensure that its decisions reflect its health and safety intentions, as articulated in the MST Health and Safety Policy statement
- Provide strategic direction in health and safety matters
- Ensure that MST suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that the MST Finance Committee is effectively discharging its delegated responsibilities in terms of health and safety
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety
- Ensure there is an effective business continuity and emergency plan in place
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments
- Ensure effective safeguarding of children is in place across the Trust
- Ensure that adequate resources are committed to the management of health and safety

2.2 **The Chief Executive Officer CEO** has overall responsibility for health and safety throughout the trust and has been nominated by the trust board to ensure that the policy is implemented. The CEO will ensure that trustees are kept informed of and are alerted to relevant health and safety issues.

The (CEO) has responsibility for monitoring the operation of the Trust's Health and Safety policy and leads the work of the COPO and the Director of Operations in providing support and advice on all policy matters in health and safety, recommending revisions as appropriate.

Under the trust's scheme of delegation, the CEO has the authority to instruct academy leaders to act on recommendations.

The MST CEO line manages the COPO, who is the conduit between the Trust's Finance Committee.

The CEO, the Director of Operations and the Principals of each academy have a process of the monitoring of health and safety.

Members of staff with responsibility for health and safety within schools across the Trust report to school Principals.

The CEO, through the COPO and Director of Operations, is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

CEO and COPO must:

- Ensure that the trust has a competent active health and safety person/consultancy to fulfil the management of health and safety regulations requirements re 'competent person role'
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school
- Consider the impact of health and safety in all strategic and operational decision making
- Implement ways in reducing the likelihood of people being harmed by MST activities
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries
- Ensure compliance with the statutory duties of the Diseases and Dangerous Occurrences (RIDDOR), and to implement changes to policy and procedures where required
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust
- Ensure there is an effective accident reporting and investigation procedure across the Trust
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises
- Agree with the Finance Committee a programme of health and safety inspections
- Ensure the development and implementation of the overall health and safety strategic plan
- Ensuring all staff receive adequate health & safety training
- Be the point of contact with, if so appointed, the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money

2.3 **Responsibilities of the Local Governing Body**

The Local Governing Body will ensure that:

- The Headteacher/Principal (Responsible person-RP) has implemented the school health and safety handbook together with this policy statement and organisational section, for approval and adoption by the local governing body
- Suitable and sufficient risk assessments of buildings and work activities are undertaken and a written record of the assessments are kept and appropriate control measures required are implemented "so *far as is practicable"*
- Sufficient funding is allocated for health and safety e.g., in respect of training, protective equipment, any remedial work/service and maintenance of building
- Regular termly safety inspections are undertaken.
- Inspection reports, including those from MST or trade union health and safety representatives are considered and acted upon
- Health and Safety is a standing item on all agendas
- An annual health and safety report is published
- A positive health and safety culture is established and maintained
- An escalation of risk procedure is in place through the school to the LGB and to the Trust board where necessary
- To have assurance of the legal building statutory compliance and of the building safety strategy plan

2.4 **Finance Committee**

In order to fulfil MST's monitoring role and to initiate and review health and safety policies and procedures, the MST Board has established a Finance Committee that has the responsibility for health and safety matters. This committee meets termly and reports to the MST Board either through its minutes or its specialist reports.

The Executive Services Team, led by the Chief Executive Officer (CEO), has the audit committee. It includes health and safety assurance reports presented by the Operations Director.

The Finance & Resources Committee's specific responsibilities are to:

Inform and advise the Board of Trustees on: -

- review of the health and safety policy
- risk mitigation
- recommendations from health and safety audits and compliance audits
- incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems.
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.

2.5 **Trust Operations Director**

To act as senior competent person on health and safety including fire, gas, asbestos, water hygiene, lifts, staff and contractor well-being and general risk management. To be lead health safety responsible person.

To be the key contact between Juniper Ventures health and safety consultancy support. To lead and co-ordinate the Health and Safety Committee and ensure effective communication with all partner organisations and representatives.

To be accountable for providing assurance through monitoring, auditing and reporting to the Trust board. To put forward recommendations and monitor their implementation. To oversee the development and implementation of the Trust health and safety management system, policies and procedures ensuring compliance with all relevant legislation and best practice across all schools.

To have a key role in the Emergency Response Plan and the Incident Management / Critical Incident Plan.

The MST Director of Operations (DoE), who reports to the COPO, is responsible for directing through each School/College/Academy's Headteacher/Principal (hereinafter described as the responsible person), all Health and Safety arrangements pertaining to buildings and grounds - including building works, contract management,

maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections, and control of legionella.

The MST Director of Operations must ensure that the responsible person has:

- Effective arrangements in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the responsible person of each School, College, Academy where necessary
- When awarding contracts, Health and Safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy
- Contracts in place to ensure that premises, plant and equipment are maintained in a safe working condition
- Correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out
- School/College/Academy asbestos registers and asbestos management plans are maintained and readily available
- Systems established to ensure that all contractors engaged by the responsible person meet the Health and Safety requirements, including, relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding checks
- Building Projects comply with the Construction (Design and Management) Regulations 2015 (CDM2015) Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken
- Health and Safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met
- There is a programme of servicing and inspection of workplace
- There is a programme to ensure that all safety systems are checked and serviced e.g., fire alarm, fire doors, firefighting equipment, smoke detectors etc
- There is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella
- Adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy
- the necessary Health and Safety policy and adequate Health and Safety management systems in place within their School/College/Academy

- accepted the point of contact with the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money

2.6 **School Principal / Headteacher (Day to day responsible person)**

Without limiting the responsibility of the governors, the school Principal / Headteacher will generally oversee the day-to-day management of safety and implementation of this policy and associated policies.

The Principal / Headteacher will comply with MST's Health and Safety policy and handbook, in particular will ensure:

- The health and safety handbook is produced for approval and adoption by the Local Governing Body and that the policy is regularly reviewed and revised annually
- The reporting and management of accidents/incidents/near misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed annually or upon change of circumstances
- Adequate and appropriate first-aid provision is in place
- Information and advice on health and safety is acted upon and circulated to staff and governors.
- Regular inspections are carried out with reports submitted to the Local Governing Body and the MST Director of Operations
- An annual report is provided to the Local Governing Body
- There is co-operation with MST in meeting its legal requirements in respect of monitoring of health and safety practices and procedures
- Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons
- Staff are provided with equipment and other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties

- There is co-operation, with, and provision of, necessary facilities for trade union health and safety representatives
- health and safety matters are given due consideration with other commitments and form an integral part of their activities
- staff are provided with adequate information, instruction and training
- liaise with the Director of Operations to ensure all working party meetings, committee meetings and reports are adequately and regularly recorded and provided to the DoE
- Promote the health and safety handbook throughout the school
- Work with Juniper Ventures the appointed Trust health and safety competent person
- effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing external inspections and risk assessments and implementing required actions.
- Be aware and engage with all health and safety documentation and/or instruction referring to the Health and Safety arrangements for staff, building maintenance or operation of their school and make available to all staff via the Trust intranet all policies and procedures required for the operation of all the school's facilities and Health and Safety obligations
- consultation arrangements are in place for staff and their trade union representatives (where appointed) and ensure that all employees are aware of and accountable for their specific Health and Safety responsibilities and duties
- in the event of any hazard or risk to Health and Safety of any persons under their control, take appropriate action to remove the hazard
- ensure Health and Safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- liaise with the Governing Body to undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that local procedures for the selection and monitoring of contractors are in place
- school premises, plant and equipment are maintained in a safe and serviceable condition

- take appropriate action under the Disciplinary Procedures against anyone under their control found not complying with Health and Safety policies and/or procedures
- ensure the school has access to competent Health and Safety advice
- monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions

The Principal / Headteacher may delegate some functions to other staff, in particular the school's Business Manager, site manager, catering staff or private finance initiative (PFI) provider.

Each school must follow the health and safety handbook to manage all the school health and safety arrangements. The school leader must ensure that the health and safety hand book is tailored to the school activities/environment.

2.7 **Responsibilities of all Senior & Line Managers**

Deputy/Assistant Headteachers, Heads of School and academy Business Managers may be required to undertake any of the Headteacher/Principal duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Line Managers

Although the Headteacher/Principal is responsible overall for health and safety in the academy, line managers have some specific responsibilities:

- Applying the MST Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high-risk activities within their department, such as Science, Design and Technology, PE and Art
- Maintaining or having access to an up-to-date library of relevant published health and safety guidance from recognised expert sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of and make use of such guidance
- Ensuring regular health and safety risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher/Principal of any problems to which they cannot achieve a satisfactory solution with the resources available to them

- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher/Principal. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available
- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc

2.8 **Responsibilities of the Site Manager/Supervisor/Caretaker**

The Site Manager/Supervisor/Caretaker will ensure that:

- Ensure they follow the recognised industry standard checklists/templates and CPD training delivered by expert bodies
- Safe means of access and egress are maintained
- The premises are kept clean and that adequate welfare facilities are provided
- Safe working arrangements are in place when contractors are working on the premises
- Adequate security arrangements are maintained
- Adequate fire safety arrangements are implemented
- Regular testing and maintenance of electrical equipment including portable equipment takes place
- Adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella
- All premises-related accidents/incidents/near misses are recorded and investigated

- Regular inspections of the premises take place with safety representatives invited to take part and records kept
- A copy of the Health and Safety Law poster is displayed in an easily accessible location

2.9 **The Health and Safety Lead**

The HS LEAD is the trained person for their academy and is responsible for monitoring and leading compliance with the Health and Safety policy and handbook for supporting implementation and monitoring of procedures.

They arrange practice evacuations as well as having specified roles in the Emergency Response Plan and the Academy Emergency Response Team.

They will sign off risk assessments and control measures, carry out regular safety inspections and ensure that staff are aware of their responsibilities for health and safety.

2.10 **Departmental Technicians**

Science, Design and Technology, Art and PE department technical staff have specific responsibilities for ensuring that their areas of work are operated safely.

They will carry out workplace inspections, will ensure safe working practices and will maintain equipment in a safe condition.

2.11 **Department Leaders**

Departmental Leaders monitor the implementation by other staff in their teams; participate in and contribute to wider evaluation and audit of health and safety. They must ensure that all risk assessments and safe working practices are in place, managed and monitored.

2.12 **All staff**

Must be familiar with the Health and Safety handbook with all arrangements and procedures. Keep up to date with changes in policy and procedures and report health and safety matters to their line manager.

Under the Health and Safety at Work etc. Act 1974 all staff (including volunteers, students on work experience and temporary staff) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions:

All employees have responsibility to:

- They are familiar with, and comply with, the academy Health and Safety Policy/Health and Safety Handbook and related safety procedures
- Be fully aware of the school risk assessments, hazards and control measures, to read and follow the risk assessment and to report any concerns with the suitability of risk assessments to the health and safety lead
- Report all accidents and incidents in line with the academy's reporting procedure
- Co-operate with and support management on all matters relating to health and safety
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- Take part in health and safety training and development and health surveillance programmes, as required
- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities
- Report immediately, to the Headteacher/Principal or to their line manager any serious or immediate danger of which they become aware
- Report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher/Principal or to their line manager

- There is no misuse of anything that has been provided for health and safety purposes
- They use the correct equipment and tools for the job and any protective equipment that may be necessary
- To wear sensible clothing including sensible shoes whilst at work to prevent slip trip fall accidents
- Not to rush at work and cause harm to yourself or others

All staff employed at MST have a duty to comply with this policy and to follow the school health and safety handbook.

2.13 **Pupil Health and Safety**

Pupils are protected by the duties imposed because they are affected by an employer's undertaking or are using school premises. The legislation requires employers to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE) in respect of schools.

Pupils are expected:

- To exercise personal responsibility for their safety and that of their classmates
- To observe standards of dress consistent with safety
- To observe all of the appropriate academy safety rules and codes of conduct, in particular the instructions of teaching and non-teaching staff given in an emergency situation.
- To use and not wilfully misuse, neglect or interfere with things provided for their safety.

2.14 **The roles and responsibilities of the PFI Contractor(s) *if applicable***

PFI Contracts

An academy may, either on its own, or in conjunction with other academies, be subject to a long term PFI contract that may involve a third-party company having contractual responsibilities for a number of services including facilities management, caretaking, cleaning, premises management, catering etc. If so, the MST and each academy should be clear as to where the responsibilities lie for ensuring compliance with both Health & Safety legislation and its actual application.

There will be a regular periodic compliance meeting with assurance of compliance from the PFI to the Head management. The school management must be assured of the legal building compliance via evidence and not be assumed. Annual health and safety auditing will give the external assurance requirements.

For those academies, when developing their health and safety handbook, that are the subject of PFI contracts should seek advice from the Mulberry Schools Trust Director of Operations as the accountabilities and responsibilities for providing guidance may vary according to the detail of the contract.