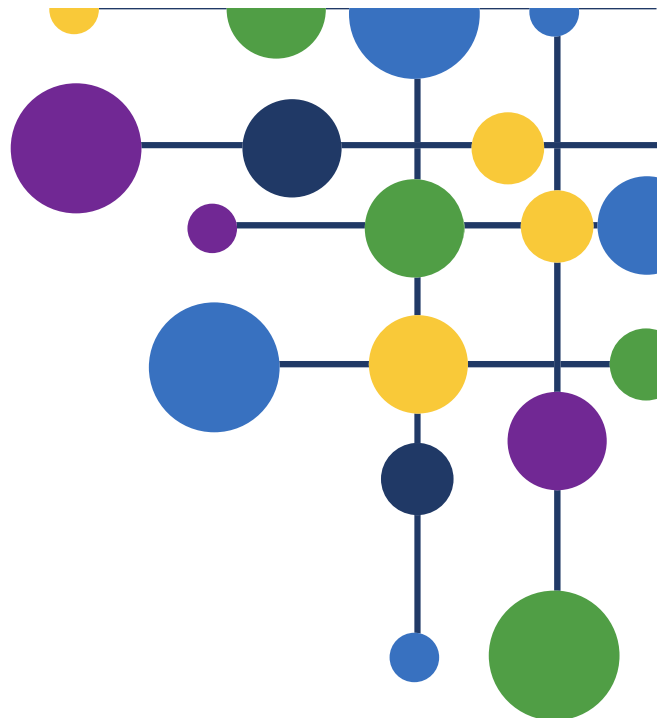




SHARE
MULTI-ACADEMY TRUST

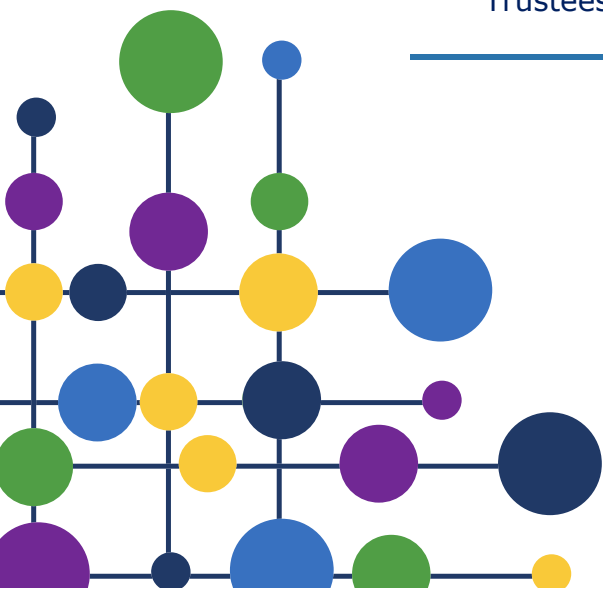


HEALTH AND SAFETY POLICY & PROCEDURE

**GENERAL HEALTH AND SAFETY POLICY
FOR ALL ACADEMIES WITHIN THE TRUST**

Version	1.0
Name of policy writer	Debbie Howard
Review date	July 2021
Approved by Trustees	9 th July 2020

Record of Alterations:
Version 1.0 Original





Content:

1. Overview
2. Legislation and Guidance
3. Statement of Intent
4. Health and Safety Aims
5. Responsibilities of Health and Safety
6. Health and Safety Auditing
7. Training and Awareness
8. Risk Assessments
9. Fire and Health & Safety Management
10. Permission to Work (Including Hot Working)
11. Asbestos
12. Asbestos Hazard Management
13. Legionella Risk Management
14. Accidents and Incidents
15. First Aid
16. Electricity
17. Gas
18. Substances
19. Site Safety and Security
20. Safety Guidance Documents and Risk Advice Notes
21. Additional Safeguards for Keeping our Academies Safe
22. Pandemics and Infection Control
23. Contact
24. Complaints



1. Overview

As listed within the 'Health and Safety Within the Workplace Act (1974)' it is a requirement for all individuals to be informed of their rights to safety within the workplace. SHARE MAT uses the guidance of all relevant Health and Safety legislation to deliver a document outlining its procedures to ensure it meets Health and Safety compliance.

SHARE MAT has produced associating documents, policies and templates to meet the guidelines 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 Compliance Officer to oversee Health and Safety and Risk across each of the academies within the trust. The Compliance Officer's 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 necessary Health and Safety legislation set out to protect those working within all of the academies in the trust.

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

- Health and Safety within the Workplace Act (1974)
- Regulatory Reform (Fire Safety) Order (2005)
- Control of Asbestos Regulations (2006)
- The GDPR Act (CCTV Regulations and guidance), (2018)
- First Aid at Work Regulations (1981)
- Electricity in Work Regulations (1989)
- Gas (Installation and Use) Regulations (1994)
- Control of Substances (Hazardous to Health) Regulations (2002)
- Independent Schools Standard Regulations (2010)
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (2003), also known as 'RIDDOR'
- Management of Health and Safety at Work Regulations (1999)
- Department of Education, Health and Safety (advice on legal duties and powers), (2014)

SHARE MAT reserves the right to take guidance from additional legislation not outlined 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 within 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 enjoy and take pride in all 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, safety 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 a safe place to work
- To provide the correct equipment and systems to all of those working across the MAT to minimise the risk to health and safety, as far as reasonably possible
- To raise awareness among everyone working 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 employees 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 of Health and Safety

SHARE MAT is advised to use the guidance set out by the Health and Safety Executive to issue the overall responsibilities and roles of those within the MAT.

HOLDERS OF RESPONSIBILITY:

Please see below the designated holders of responsibility for roles across the MAT:

Overall responsibility for the management of Health and Safety across SHARE MAT:	
Compliance Officer	HOLLY SENIOR
Facilities Manager	BEVERLEY STAPLETON

Please see below the designated holders of responsibility for roles across HEATON AVENUE:

Overall responsibility for the management of Health and Safety within HEATON AVENUE:	
Head Teacher (based in each of the academies)	DAN GOUGH
CEO of the Trust	JOHN MCNALLY

Responsibility for the day to day health and safety in <u>Support Services</u>:	
Mick Gibson/ Kirstie Humphreys/ Dan Gough	



Responsibility for the day to day health and safety in Science:

Leaders of Learning (Foundation; KS1; LKS2; UKS2); Class Teachers; Dan Gough

Responsibility for the day to day health and safety in Physical Education:

Leaders of Learning (Foundation; KS1; LKS2; UKS2); Class Teachers; Dan Gough

Responsibility for the day to day health and safety in Design and Technology:

Leaders of Learning (Foundation; KS1; LKS2; UKS2); Class Teachers; Dan Gough

Responsibility for the day to day health and safety in Arts:

Leaders of Learning (Foundation; KS1; LKS2; UKS2); Class Teachers; Dan Gough

General Responsibilities:

General responsibilities are outlined as follows:

The Trustees of the MAT and Governors of each academy will:

- Ensure that sufficient funding is provided from the academy budget to enable the continued high level of health and safety practise across the MAT
- Discuss and manage any health and safety related issues brought to them by the CEO, Headteachers, Staff, Parents or children
- Partake in regular meetings, and where appropriate emergency meetings, to discuss actions concerning health and safety


- Ensure that the MAT's Health and Safety Policy, and all associated policies, are brought to the attention of staff and implemented across all academies
- Help prepare and implement a 'site-specific' health and safety policy for each academy
- Confirm the status of compliance across the MAT with statutory policies and procedures
- Ensure that appropriate risk assessments have been undertaken across the MAT
- Ensure that all staff members have received appropriate training and support
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to a 'safe working environment'

The CEO of the MAT and Headteachers 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 that are 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 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 provided 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 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 H&S management team to implement better practise further to accidents, incidents and near misses
 - Report any issues that they feel they cannot manage themselves

6. Health and Safety Auditing

SHARE MAT is required by law to externally contract annual health and safety audits across all academies and the MAT. As well as external audits, SHARE MAT undertakes regular internal audits to ensure that as a MAT, it is aware of its current level of compliance, areas of concern and improvement strategies.

The Health and Safety external audits are carried out by **A J Gallaghers**.

SHARE MAT recognises the importance of consulting and cooperating with staff in the successful implementation of a fully integrated '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 concern from 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 communication across the MAT
- Undertake termly site visits to assess each sites health and safety conditions
- Regularly review Risk Assessment documents, procedures and processes
- Monitor and review all accidents, incidents and near misses
- Implement better 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's work schedules
- Provide 'drop-in' sessions during which staff may ask questions and discuss concerns regarding health and safety
- Provide external training for advanced and technical areas of health and safety
- Issue regular updates to SHARE MAT policies, guidelines and documents via the monthly newsletter



- Keep staff informed via posters, tools and documents, easily accessible at all times

Health & Safety training records will be maintained in a log with review 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 academy within the trust. The following statement outlines the risk assessment process implemented across the trust:

- Curriculum lesson planning and schemes of work documentation will be used to record risk assessments, as well as by using templates provided by the MAT and constructed using the Health and Safety Advice Portal (A J Gallagher's). 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) as and when required to do so.
- The MAT will ensure that risk assessments are easily accessible to all those who require them, as well as providing guidelines for use and advice for completing. All of SHARE MAT's risk assessments will be regularly reviewed by the Compliance Officer who will update them in line with current legislation.

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

The following people have been designated to oversee the risk assessment process for individual departments:

<u>Design and Technology</u> risk assessment nominated person:
Dan Gough

<u>Arts</u> risk assessment nominated person:
Dan Gough



Physical Education risk assessment nominated person:

Dan Gough

Science risk assessment nominated person:

Dan Gough

9. Fire and Health and Safety Management

SHARE MAT is required by law to undertake sufficient risk assessments of all 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 Regulatory Reform (Fire Safety) Order (2005), all academies are required to have an up to date fire risk assessment.

The responsibility for carrying out a risk assessment and ensuring that all of the risk assessments of the premises are up to date belongs to the Compliance Officer of the MAT. The Compliance Officer will work with the Facilities Manager of the MAT, as well as the Administration Managers across each of the academies to ensure the delivery of up to date risk assessments. The Compliance Officer will ensure that any and all findings from the fire risk assessment are communicated quickly and effectively to the appropriate parties, as well as ensuring that any significant hazards have been addressed. The Compliance Officer will also ensure that there is a clear process in place for tracking and reviewing all risk assessments associated to 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 new starters joining the MAT (this includes permanent staff and students).

The responsibility for ensuring that all fire drills are carried out within set guidelines is the Administration Manager's role, with the support of the Compliance Officer and Facilities Manager. The Admin Manager will complete a 'Fire Drill Form' and track any issues from the drill and alert the necessary people.

SHARE MAT has a '**Fire Precautions Logbook**' 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 Administration Manager within each of the academies is responsible for ensuring that the '**Fire Precautions Logbook**' is kept up to date. The Compliance Officer and Facilities Manager will check that the log book is kept up to date with unscheduled spot checks.



A copy of the '**Fire Precautions Logbook**' and a fire risk assessment will be accessible at all times and held within the SHARE MAT central office by the Facilities Team.

SHARE MAT will ensure that any and all forms of displays, storage areas, escape routes, staircases and any other necessary areas are fully flame retardant. This will be checked on a regular basis and academies are required to inform the Facilities Team if they require assistance in ensuring that an area is flame retardant.

Any and all hazardous and combustible materials (including liquids, solids and gases) will be monitored effectively to ensure that they do not come into contact with sources of heat or any other source that may be deemed harmful. Sufficient risk assessments will be undertaken to ensure that all materials are stored, managed and handled correctly. This will be managed by the department leads and overseen by the Compliance Officer and Facilities Manager.

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 devices are all operating correctly. This will be overseen and managed by the Facilities Manager.

10. 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 it is deemed 'intrusive' to the structure of any of the buildings/ sites across the trust.

The Facilities Manager and Compliance Officer will oversee the process to ensure it is carried out effectively. Any permissions to work processes will be recorded in SHARE MAT's '**Premises and Facilities Manual**'.

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

11. 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 was deemed hazardous post 2000.

SHARE MAT acknowledges and understands that asbestos is only deemed damaging 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 across the trust 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 Facilities Team at all times.

Under the Control of Asbestos Regulations (2006), 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 Compliance Officer and Facilities Manager of SHARE MAT will work with the relevant deputies 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 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 with the Facilities Management team 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 undergone until a full in depth asbestos survey has been completed. This survey will cover the full scope of all of the work planned. The Compliance Officer and Facilities Manager of SHARE MAT will ensure that asbestos reporting is always considered at the planning stages of any invasive work considered across the trust.

SHARE MAT will ensure that a good relationship is maintained with all landlords and contractors. The Compliance Officer and Facilities Manager will liaise with landlords and contractors, when appropriate, to:

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

12. Asbestos Hazard Management

SHARE MAT operates a detailed asbestos management process across the trust. As well as the points outlined in section 11, SHARE MAT also has a detailed asbestos hazardous items management process. This helps outline areas where students may congregate and how to manage this to prevent risk, but also identifies high risk areas where key holding may be required to restrict access.

The Compliance Officer and Facilities Manager are responsible for ensuring that any asbestos hazards are identified in appropriate reports and logged accordingly. The Facilities Team is also responsible for ensuring that all relevant person/s are informed of such high risk areas.



13. Legionella Risk Management

SHARE MAT recognises that Legionnaires disease is a type of pneumonia. This is an uncommon but incredibly serious disease. Legionnaires 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 this is identified as a high risk issue.

Outbreaks of Legionnaires disease occur when purpose-built water systems are at an optimum temperature to encourage the growth of the bacteria. This may put academies at risk where water is used for domestic purposes across the site.

A **Legionella survey** is carried out by the **Compliance Officer** and **Facilities Manager** and stored in the Central Services Offices.

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 log book that also includes a **Legionella Survey Report**. Additional information on Legionnaires disease or the management process can be obtained by contacting the Facilities Team.

The Compliance Officer and Facilities Manager 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 12 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 are stored correctly

14. Accidents and Incidents

SHARE MAT recognises that even in an academy that is conscious to safety, 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 **Compliance Officer** will oversee 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 advisory 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 Compliance Officer will ensure that they are aware of the requirements of completing a report and where to find the necessary

documents and support. All staff will ensure that the accident book/log is kept up to date in each academy.

The Compliance Officer will review all accident reports to identify any common themes or patterns. They will refer any relevant reports to the senior management team to decide if an investigation should be taken further. All actions will be done in line with the MAT's policies.

In serious cases, the Compliance Officer will carry out an in depth investigation to identify the cause of an accident and if better practise can be implemented. They will identify if any similar areas are at risk and use a Risk Assessment to prevent and mitigate the identified risk.

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 academy to facilitate arrangements for first aid.

SHARE MAT publishes a list of qualified first aid trained staff across sites to make it visible and identifiable to all should this information be needed. The following is a list of the qualified first aid trainer staff at **HEATON AVENUE**:

Name:	Department:	Location on site:
Alison Fisher	QA Level 3 Award in Paediatric First Aid (QCF)	Foundation Unit
Katie Pullan	QA Level 3 Award in First Aid at Work (QCF)	Admin Office
Suzanne Flather	QA Level 3 Award in Paediatric First Aid (QCF)	Foundation Unit
Rebecca Meleady	QA Level 3 Award in Paediatric First Aid (QCF)	Key Stage One
Katie Connolly	QA Level 3 Award in Paediatric First Aid (QCF)	Key Stage One/After School Club
Katie Connolly	QA Level 2 Award in Emergency First Aid at Work (QCF)	Key Stage One/After School Club
Judith Humphreys	QA Level 3 Award in First Aid at Work (QCF)	Key Stage Two/After School Club
Katie Pullan	Emergency Paediatric First Aid (LSQA)	Admin Office
Emma Pearson	Emergency Paediatric First Aid (LSQA)	Key Stage Two
Christopher Thornton	QA Level 3 Award in First Aid at Work (QCF)	Key Stage Two
Mick Gibson	Basic First Aid Awareness	Caretaker's Office



--	--	--

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

KATIE CONNOLLY is responsible for restocking all first aid boxes located across the academy.

SHARE MAT operates a detailed risk assessment to evaluate the level of first aid required across all departments throughout the trust. Provisions for each department are accessible to ensure quick response to any potential 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 in some incidents death, when not handled correctly. The Electricity at Work Regulations (1989) states that all electrical systems and appliances are frequently inspected and maintained to sufficient standards. 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 Facilities Team.

Portable electronic equipment will be inspected, tested and maintained in accordance with current HSE guidance and that of the Institute of Electrical Engineers. Further information is available in the Risk Advice Note (RAN12).

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 it has passed PAT testing.

The Facilities Manager is responsible for arranging the testing and maintenance of portable electronic equipment in academy, including all equipment brought in by staff.

All testing certification and documentation will be stored by the Facilities Team.

All fixed electrical testing will be undertaken by:

SPIE

All personal appliance testing (PAT) will be undertaken by:

SPIE



17. Gas

SHARE MAT is required by law to have sufficient policies and procedures in place to correctly manage gas across all of its sites. Under the Gas (Installation and Use) Regulation (1994), 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 Register, formally CORGI registered) contractor on an annual basis.

The Facilities Manager is responsible for arranging the testing and maintenance of all gas appliances on site.

Gas appliance inspection will be undertaken by:

SPIE – Annual test carried out in August

All testing documentation will be retained by the Facilities Manager.

18. Substances

SHARE MAT is required by law to provide sufficient policies and procedures 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 to the use of substances that are hazardous to health.

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

The Compliance Officer is responsible for ensuring that all appropriate personnel are suitably trained on how to manage hazardous substances. Where applicable, students that may need to use hazardous substances will be briefed on how to correctly use and manage them.

The heads of department are the authorised personnel 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.

All issues related to damage, including suspected damage, should be reported to the Facilities Manager.



The Facilities Manager, with the support of the Compliance Officer, will ensure that regular site visits are conducted of the inside and outside of all the premises. All details, including actions, will be recorded in a report.

All of our sites are protected and monitored using CCTV. For more information regarding the way that we use CCTV across our sites please see our 'CCTV Policy'.

All CCTV and intruder alarm systems across our sites are maintained by:

Aaron Alarms

In the case of an emergency outside normal academy hours the following people may be contacted:

Name:	Telephone number:
SPIE Helpdesk	07764166397
Dan Gough	01274 028613
Mick Gibson	01274 028613
Kirstie Humphreys	01274 028613

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 Compliance Officer is responsible for ensuring that both operational and strategic Health & Safety documentation is up to date and communicated to staff appropriately with the support of the Administration Managers based at each academy.

The Compliance Officer is responsible for ensuring that all key safety procedure documents are brought to the attention of all members of staff.

The documents above along with other general health and safety frameworks, toolkits and checklists are available 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. Additional Safeguards for Keeping Our Academies Safe

As well as the generic and specific departmental responsibilities outlined in this policy, specific roles and responsibilities have also been assigned to members of staff to ensure that all forms of safeguards are met within the academies.



Name of staff:	Additional areas of responsibility:
Beverley Stapleton	Premises
Holly Senior	Compliance
Katie Pullan	Administration of Medicine
Katie Oram	Work experience
Kirstie Humphreys	Transport/ Minibuses
Kirstie Humphreys	Educational Visits
Dan Gough	Science
Dan Gough	PE
Dan Gough	Design & Technology
Dan Gough	Arts
Dan Gough/ Sally Davey	Safeguarding

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 Compliance Officer or the Facilities Manager.

Holly Senior
Compliance Officer, SHARE MAT
Holly.senior@sharemat.org
01484 868777



Beverley Stapleton

Facilities Manager, SHARE MAT

Beverley.stapleton@sharemat.org

01484 868777

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 are the Health and Safety Executive (HSE).

Health and Safety Executive

www.hse.gov.uk/contact