Health and Safety Codes of Practice

Management Codes

MCP02

Arrangements for the Implementation of the Health and Safety Policy

Document authors:	Director of Finance & Operations
Relevant to:	All staff, pupils, users of and visitors to the Merchant Taylors' Schools
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Please note that the Health and Safety web pages' version of this Code of Practice is the only version that is maintained. Any printed copies should be viewed as "uncontrolled" and as such may not necessarily contain the latest updates and amendments.	

THIS CODE OF PRACTICE FORMS PART OF THE MERCHANT TAYLORS' SCHOOLS HEALTH AND SAFETY POLICY AND REPLACES ALL PREVIOUS ISSUES

RELEVANT DOCUMENTS

Health and Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Building Regulations
Construction (Design and Management) Regulations 2015
ISI Regulatory Requirements
DFE Guidelines for Covid 19

RELATED POLICIES AND DOCUMENTS

Merchant Taylors' Schools Health and Safety Policy Statement
Management Code of Practice MCP1 - Organisation for the Implementation of the Health and Safety Policy
Health & Safety Code of Practice SCP01 - Workplace Health, Safety and Welfare
Health & Safety Code of Practice SCP02 - Risk Assessments
Health & Safety Code of Practice SCP03- Contractors
Health & Safety Code of Practice SCP04 - Contractors Permits
Health & Safety Code of Practice SCP05 - Construction (Design & Management)
Health & Safety Code of Practice SCP06 - Asbestos Management
Health & Safety Code of Practice SCP07 - Control of Substances Hazardous to Health
Health & Safety Code of Practice SCP08 - Electrical Safety
Health & Safety Code of Practice SCP09 - Fire Precautions
Health & Safety Code of Practice SCP10 - Legionella & Associated Risks
Health & Safety Code of Practice SCP11 - Lifting Operations & Lifting Equipment
Health & Safety Code of Practice SCP12 - Safe Use of Plant & Equipment

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April 2021

1.   **OBJECTIVE**

This Code of Practice has been developed to provide information on strategic and operational arrangements for the management and control of health, safety and associated environment matters relating to the activities of the Schools'. This should be read in conjunction with the Schools' Health and Safety Policy Statement, signed by the Chair of Governors, which may be found on the Schools intranet site.

2.   **MERCHANT TAYLORS' SCHOOLS' HEALTH AND SAFETY STRATEGY**

Merchant Taylors' Schools Health and Safety Strategy outlines the long term focus and aims of the Schools in regard to health and safety, and sets out its commitment to achieving them.

3.   **ANNUAL HEALTH AND SAFETY ACTION PLAN**

The Annual Health and Safety Action Plan outline how the focus and aims of the Schools' Health and Safety Strategy are going to be delivered.

4.   **ANNUAL HEALTH AND SAFETY REPORTS AND INFORMATION TO THE STRATEGIC MANAGEMENT TEAM (SMT) AND BOARD OF GOVERNORS**

Annual Health and Safety Reports are prepared and presented to the Executive Management Team (EMT) and to the Board of Governors.

Minutes of meetings of the Schools' Health and Safety Committee are distributed to the EMT and to the Board of Governors. In this way information about success and feedback is passed from the local level to the institutional level and on to the governing body. Minutes of meetings of the Schools' Health and Safety Committee may be found on the Schools intranet site.

5.   **RISK MANAGEMENT**

The components of the Schools risk management framework support a sound system of internal control, contribute to effective corporate governance and assist in satisfying risk reporting requirements. The Schools Risk and Business Continuity Management Policy and Risk Management strategy are available. The Schools arrangements for incident management form part of its framework for Business Continuity Management.

In the Schools, where teaching is assumed to be a dynamic processes, risk assessments will display these features too. Risk assessment will be a developing and fixed element of management activities throughout the institution. Details are contained in SCP02 Risk Assessment.

Performance standard setting will be driven by the risk management process.

6.   HMANAGEMENT AND SAFETY CODES OF PRACTICE

Management and Safety Codes of Practice, each of which have been formally approved by the Schools Health and Safety Committee are located on the Schools' intranet site.

The standards laid down in the Codes of Practice are to be regarded as minimum standards. Procedures or equipment which fail to meet those outlined will be taken out of use or the activity suspended until compliance is achieved.

The Health and Safety Codes of Practice are divided into Management, Safety, Welfare and relevant Environment and Sustainability Codes of Practice. They set out the arrangements for the operation of the Schools' Health and Safety Policy and are routinely reviewed. All Codes of Practice are available on the Schools' intranet site. The following Management and Safety Codes of Practice provide a minimum standards in respect of Health and safety:

1. Organisation for the Implementation of the Health and Safety Policy (MCP1)
2. Arrangements for the Implementation of the Health and Safety Policy (MCP2)
3. Workplace Health, Safety and Welfare (SCP1)
4. Risk Assessment (SCP2)
5. Contractors (SCP3)
6. Contractors Permits (SCP4)
7. Construction (Design and Management) (CDM) Regulations (SCP5)
8. Asbestos (Policy & Plan) (SCP6)
9. Control of Substances Hazardous to Health (COSHH) (SCP7)
10. Electrical Safety (SCP8)
11. Fire Precautions (SCP9)
12. Legionella & Associated Risks (SCP10)
13. Lifting Operations and Lifting Equipment (SCP11)
14. Safe Use of Plant and Equipment (SCP12)
15. Evacuation Procedures
16. Safety Inspections, Audits and Reporting Hazards
17. Reporting and Investigation of Adverse Events
18. Noise at Work
19. Personal Protective Equipment
20. Out of Hours Working
21. Visitors and Use of Schools Premises
22. Supervision
23. Fieldwork, Visits
24. Ionising Radiation & Non-ionising Radiation
25. Manual Handling
26. Display Screen Equipment
27. Placement of Pupils for Work Experience
28. Lone Working
29. Driving at Work
30. Pressure Systems
31. First Aid
32. New and Expectant Mothers
33. Violence
34. Work Related Stress

35. Children on Schools Premises & Safeguarding
36. Assisted Evacuation
37. Working at Height
38. Vibration at Work
39. Managing Meningococcal Disease among the Pupil Population
40. Dangerous Substances and Explosive Atmospheres
41. Approved Scaffolding
42. Provision, Storage and Safe Use of Transportable Gases
43. Thermal Comfort and Ventilation of Internal Spaces
44. Health and Safety Committee
45. Information, Instruction and Training
46. Incident Management
47. Drugs
48. Alcohol
49. No Smoking
50. Recycling and Waste Resource   Management
51. Hazardous and Offensive Waste

7.   HEALTH AND SAFETY GUIDANCE NOTES

Health and Safety Guidance Notes provide guidance on a wide range of health and safety topics, most of which are cross-referred to Codes of Practice. Where applicable, the Guidance Notes are contained on the Schools intranet site alongside the appropriate Code of Practice.

8.   CONSULTATION

Merchant Taylors' Schools has a positive relationship with the Schools' Safety Representatives, and actively consults with these persons. The principal forum for consultation on matters of health and safety is the Schools' Health and Safety Committee.

9.   ACQUISITIONS AND PURCHASES

All purchases or acquisitions of equipment for use at work made by the Schools' are subject to legal requirements and must be designed to satisfy current legislation in force at the time of their being purchased or put into use (e.g. gifts from other organisations), must comply with standards on safety at the time of acquisition by the Schools.

10.   ACTIVE AND REACTIVE MONITORING

Arrangements for active and reactive monitoring and reviewing of the effectiveness of the Health and Safety Policy at the various levels of Schools management are contained in the following Codes of Practice:

- Safety Inspections, Audits and Reporting Hazards
- Reporting and Investigation of Adverse Events.

The Schools' health and safety arrangements are subject to audit by the Health and Safety Advisor, the Schools insurers and internal auditors. Reports from the internal auditors are presented to the Board of Governors.

Health and Safety is a standing agenda item at each weekly meeting of EMT and meetings of the Board of Governors.

Health and Safety performance indicator data is provided to EMT on a monthly basis.

11.   DEVELOPING LOCAL POLICIES WHERE THE SCHOOLS' POLICY DOES NOT ADDRESS ALL ACTIVITIES OF THE SCHOOL OR DEPARTMENT

Merchant Taylors' Schools' Health and Safety Policy Statement, Codes of Practice and Guidance may not be able to address all the activities of Schools or Departments. Each School or Department which carries out activities outside the scope of the Health and Safety Policy Statement, Codes of Practice and Guidance must develop, publish, keep under review, and issue to all staff such local health and safety guidance and local rules.

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