

# INCLUSIVE | MULTI ACADEMY TRUST

## HEALTH AND SAFETY POLICY

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## PART 1: Principles

The Board of Trustees will strive to achieve the highest standards of health, safety and welfare in all Schools within the Trust consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement represents a summary of the Trust's Health and Safety organisation and arrangements. The specific organisation and arrangements within each school will be detailed in the school's Health and Safety Policy document.

Both policies will be brought to the attention of all members of staff. A reference copy is kept on the staff shared drive as well as the Health and Safety noticeboard.

This policy statement and the accompanying organisation and arrangements will be reviewed annually.

This policy supplements:

- Offsite Visits and Learning outside of the classroom Policy
- Behaviour Policy
- Administering Medicines Policy.

## Policy Statement

The Trustees of the Inclusive Multi Academy Trust recognise and accept responsibility for ensuring a safe and healthy environment for the staff employed in its schools, for the learners attending the schools, and for visitors and contractors.

The Trustees have a legal responsibility for ensuring compliance with Health and Safety legislation within its schools. Day to day responsibility has been delegated to the Local Governing Committee, although trustees remain accountable and responsible for these functions. The Trustees acknowledge their responsibility and will endeavour to ensure that all statutory requirements are carried out and that the Trust discharges its duties in an appropriate manner.

The Trust Board will ensure that sufficient resources and strategic direction are allocated by it and its schools to ensure, as far as is reasonably practical, a safe and productive working and learning environment.

## PART 2: ORGANISATION AND RESPONSIBILITIES

### 2.1 The Board of Trustees

The Board of Trustees has strategic responsibility for Health and Safety within all areas of the schools' undertakings. They will take appropriate steps to:

- Develop and maintain a positive Health and Safety culture
- Ensure that health and safety management is an integral part of decision making and organisational processes
- Adopt a sensible and proportionate approach to managing risks, with well-informed decision-making processes for higher risk activities
- Safeguard employees, pupils, visitors and contractors from injury and ill health.
- Provide and maintain safe and healthy working conditions.
- Provide adequate welfare facilities.
- Provide Health and Safety advice in order to assist line management and comply with regulatory controls.
- Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work
- Employ the services of appropriately qualified Health and Safety Advisors to advise the Trustees and staff on all Health and Safety related matters and to provide up to date information in relation to its Health and Safety responsibilities. This will include carrying out a regular Health

and Safety audit within each school and reporting to the Trust Board any appropriate action to keep the Trust's Risk Register up to date.

## **2.2 The Chief Executive Officer (CEO)**

The CEO has overall responsibility for Health and Safety throughout the Trust and for ensuring that the objectives within this policy are implemented. They shall ensure that the Trust:

- Provide Health and Safety Leadership focussed on the management of significant risk
- Monitor overall performance of the Health and Safety management systems and are kept informed of and alert to relevant Health and Safety issues.

## **2.3 Responsibilities of the Local Governing Committees in each School**

The Local Governing Committee is responsible for the implementation of the Trust's policy and ensuring effective Health and Safety Management systems within their schools. They shall ensure that:

- Local arrangements are developed which set out in detail the roles, responsibilities and duties of named individuals who will coordinate, manage and carry out local procedures, under the overall supervision of the Headteacher/Head of School.
- Sufficient resources are allocated to meet Health and Safety obligations.
- Health and Safety performance is subject to regular monitoring and review.
- Staff are involved and consulted on relevant Health and Safety matters.
- All staff know and accept their individual responsibilities regarding Health and Safety and that Health and Safety training programmes are in place and monitored.
- A member of the Local Governing Committee is responsible for championing Health and Safety issues. This individual liaises with the school and provides information to the committee. Any identified deficiencies or weaknesses are brought to the attention of the committee and are rectified.
- Support regular Health and Safety Audits
- Report to the Trust Board any significant risks which cannot be rectified within the establishment's budget.

## **2.4 Responsibilities of the Headteacher**

The Headteacher has responsibility for the day to day operation and management of Health and Safety, as delegated by the Board of Trustees within all areas of the school's undertakings. They shall ensure that:

- The policies and procedures are fully implemented and followed by all staff.
- Communicating the policy and appropriate Health and Safety information to all relevant people including contractors.
- Health and Safety matters are given due consideration with other commitments and form an integral part of their activities.
- Health and Safety performance is reported to the Local Governing Committee.
- All staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Any significant risks which cannot be rectified within the establishment's budget are reported to the Trust Board.
- Consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognise the right of trade unions in the workplace to require a Health and Safety committee to be set up.
- Effective arrangements are in place to pro-actively manage Health and Safety by conducting

and reviewing inspections and risk assessments and implementing required actions.

- That the premises, plant and equipment are maintained in a safe and serviceable condition.
- Purchasing and contracting procedures are monitored to ensure Health and Safety is included in specifications & contract conditions.
- Ensure that all accidents (including near misses) are promptly reported and investigated.

## **2.5 Responsibilities of other staff holding posts of special responsibility**

The Headteacher may delegate functions and areas of responsibility to staff that are appropriate in the circumstances. These staff will:

- Apply the school's Health and Safety policy to their own department or area of work.
- Report all accidents and incidents in line with the Trust's reporting procedure.
- Ensure staff under their control are aware of and follow relevant published Health and Safety guidance (from sources such as CLEAPSS, AfPE etc.)
- Ensure Health and Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

## **2.6 Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees (including volunteers, students on work experience and temporary workers) have general Health and Safety responsibilities. All employees are obliged to take care of their own Health and Safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the Health and Safety of themselves and others in undertaking their work.
- Comply with the Trust's Health and Safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school 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.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## PART 3. ARRANGEMENTS

### Local Governing Committees' Health and Safety Arrangements

- Each Local Governing Committee is required to establish specific Health and Safety policy statements and organisational arrangements to implement and meet the standards and requirements set out in the Trust's policy.
  - These arrangements will set out in detail the roles, responsibilities, and duties of named individuals who will coordinate, manage and carry out the local procedures under the overall supervision of the Headteacher.
  - A programme of Health and Safety audits is delivered across all schools and each school will be required to develop, maintain, and report actions plans to ensure continuous improvements.
  - Each school will have in place the following list of appendices to their local arrangements. Please add any others that you feel should be part of this document and advise the Trust Chief Operating Officer/or mark as Not Applicable, those that do not apply to you.
  - The Trust Central team are based at Beech House within Beechfield School. Where applicable the team will follow arrangements within the Beechfield local policy.
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- Appendix 1 - Risk Assessments
  - Appendix 2 - Offsite visits
  - Appendix 3 - Health and Safety Monitoring and Inspections
  - Appendix 4 - Fire Evacuation and other Emergency Arrangements
  - Appendix 5 - Fire Prevention, Testing of Equipment
  - Appendix 6 - First Aid and Medication
  - Appendix 7 - Accident Reporting Procedures
  - Appendix 8 - Health and Safety Information and Training
  - Appendix 9 - Personal safety / lone Working
  - Appendix 10 - Premises Work Equipment
  - Appendix 11 - Flammable and Hazardous Substances
  - Appendix 12 - Asbestos
  - Appendix 13 - Contractors
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  - Appendix 15 - Moving and Handling
  - Appendix 16 - Display Screen Equipment
  - Appendix 17 - Vehicles
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  - Appendix 19 - Minibuses
  - Appendix 20 - Stress
  - Appendix 21 - Legionella
  - Appendix 22 - School Swimming and pools
  - Appendix 23 - Work Experience
  - Appendix 24 - Infection Control and Hygiene