

# INCLUSIVE | MULTI ACADEMY TRUST

## HEALTH AND SAFETY POLICY

DOCUMENT DETAIL	
Approving Body	Resources Committee
Author	Sharon Carlyon (based on HCC model policy and in consultation with Cousins Safety)
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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 Every portal as well as the schools Health and Safety noticeboard.

The schools currently within the Inclusive Multi Academy Trust are:

- Beechfield
- Cherry Tree
- Laurance Haines

Other schools joining the Trust will fall under the remit of this Trust Health and Safety policy and will set out their own local arrangements in their school's health and safety policy document.

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 Principles
- 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 School 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.
- Address any significant risks raised by the School Governing Committee.
- 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, James Roach, 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 School 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.
- 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.
- The School Governing Committee is responsible for championing Health and Safety issues. The headteacher will provide regular information to the committee. Any identified deficiencies or weaknesses are brought to the attention of the committee and are rectified or referred to the Trust Board.
- Review regular Health and Safety Audits and monitor progress against targets.
- 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 overall 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 School Governing Committee.
- All staff are competent in carrying 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.
- Ensuring contractors are made aware of hazards and procedures they are required to follow.
- Ensure that all accidents (including near misses) are promptly reported and investigated and any remedial actions required are taken or requested.
- Notify the CEO and COO of any correspondence from any enforcement agency OFSTED, Police, HSE, EHO or Fire Service.

**Whilst overall responsibility for health and safety cannot be delegated the Headteacher may choose to delegate certain tasks to other members of staff.**

### **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.

## 2.7 Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health & safety rules of their respective school, and in particular, the procedures for and instructions of staff in relation to emergency situations
- Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

## 2.8 Health And Safety Competent Person

- The Trust uses the services of an external Consultant, Cousins Safety Limited to provide Health and Safety Competent Person advice in accordance of the Management of Health and Safety at Work Regulations 1999.

## 2.9 Disciplinary Proceedings

Understanding and complying with all the health and safety procedures is of the utmost importance. Failure to comply with these procedures, or tampering with any of the health and safety equipment, including firefighting equipment, may lead to the implementation of disciplinary procedures by the Trust/Governing Body.

# PART 3. Arrangements

## School Governing Committees' Health and Safety Arrangements

- Each School 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 Sharon Carlyon, 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.
- 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 including Catering and Grounds Maintenance
- Appendix 14 - Work at Height
- Appendix 15 - Moving and Handling
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- 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

## **PART 4. Training**

Each Headteacher, along with their Senior Leadership Team will ensure that staff are appropriately trained in the appropriate work areas for their specific role. On-going training needs will be reviewed formally as part of the standard Appraisal process.

Update or refresher training will be provided as appropriate where new responsibilities are undertaken or where there is a change in equipment or work procedures.

The Headteacher will ensure that new employees receive induction training locally on health and safety including arrangements for first aid, emergency procedures, fire and evacuation as per the Trust's Induction checklist and staff training log.

National College should be used for generic health and safety training. Headteachers are responsible for ensuring there is a National College Administrator in their setting and that staff are invited to complete the appropriate online training relevant to their role. The Trust has a staff training log which outlines statutory and recommended courses for all roles.

**MANDATORY:**

<b>E-learning Course</b>	<b>Who</b>	<b>Frequency</b>
<ul style="list-style-type: none"> <li>IOSH approved Managing H&amp;S in Schools &amp; EY settings</li> </ul>	Headteacher/Site team	As soon as possible after appointment and then refreshed every 3 years
<ul style="list-style-type: none"> <li>H&amp; S Awareness and Fire safety training</li> </ul>	All staff	Annually
<ul style="list-style-type: none"> <li>Asbestos Awareness</li> </ul>	Headteacher/Site team *where asbestos is present on site	Every 3 years
<ul style="list-style-type: none"> <li>Legionella Awareness</li> </ul>	Site Team	Annually
<ul style="list-style-type: none"> <li>Manual Handling</li> </ul>	Site team	Annually
<ul style="list-style-type: none"> <li>COSHH Awareness</li> </ul>	Site team	Annually
<ul style="list-style-type: none"> <li>Working at Height</li> </ul>	Site team	Annually
<ul style="list-style-type: none"> <li>Emergency First Aid at work</li> </ul>	All staff	Every three years
<ul style="list-style-type: none"> <li>Fire Warden</li> </ul>	Nominated staff	Annually
<ul style="list-style-type: none"> <li>First Aid at Work</li> </ul>	Nominated staff	Every three years
<ul style="list-style-type: none"> <li>Paediatric First Aid</li> </ul>	Nominated staff	Every three years
<ul style="list-style-type: none"> <li>Administering Medicines</li> </ul>	Nominated staff	Annually
<ul style="list-style-type: none"> <li>Ford Allergy and anaphylaxis</li> </ul>	Nominated staff	Annually
<ul style="list-style-type: none"> <li>Asthma awareness</li> </ul>	Nominated staff	Annually
<ul style="list-style-type: none"> <li>Epilepsy awareness</li> </ul>	Nominated staff	Annually