



**TrustEd
Schools' Partnership
Health and Safety Policy**

FREQUENCY OF REVIEW: **Annually**

RATIFICATION: **Spring term 2020**

DATE OF NEXT REVIEW: **Spring term 2021
unless there is a material change**

APPROVED BY: **the Board of Trustees
(Board Meeting 29 January 2020)**

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PART 1

GENERAL STATEMENT

TrustEd Schools' Partnership has overall responsibility for the health, safety and welfare of staff and students in its schools. It recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of its schools.

The Board of Trustees and Executive Headteacher/CEO recognise and accept their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act (HASAWA) 1974 and will seek to provide a safe and healthy workplace for all its employees.

The Trust recognises that decisions about workplace Health and Safety should take account of the views and priorities of those employed by the Trust. When employees are actively engaged in Health and Safety, the end result is fewer accidents and less ill health.

The Trust is committed to:

- Providing a safe and healthy working and learning environment.
- Ensuring adequate welfare facilities exist in the schools.
- Preventing accidents and work-related ill health.
- Meeting our legal responsibilities under Health and Safety legislation.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on Health and Safety matters as required.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

The Trust will support its schools by putting in place clear policies, which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. The Trust Health and Safety Policy will be reviewed annually. All those who are part of the Trust, including local governing bodies, will play their part in policy implementation.

The Trust delegates its responsibility for Health and Safety to: -

The Executive Headteacher/CEO, Headteachers of each school and the Principal Deputy at Oldbury Wells.

The Trust Director of Finance and Business to act as the Trust Health & Safety Co-ordinator responsible to the Executive Headteacher/CEO.

The Trust Resources Committee – to receive a termly report from the Headteachers/Trust Health and Safety Co-ordinator on the following areas: Health and Safety inspections, accident reporting, fire safety, premises and department issues, minibuses.

Employees are required to actively contribute in implementation of this policy by:

- a) taking reasonable care for the Health and Safety of themselves, colleagues and others, observing safety rules where applicable to them;
- b) co-operating with management in any measures implemented to meet statutory obligations and designed to promote Health and Safety at work.
- c) at least annually, reminding themselves of the contents and responsibilities in this policy.

All employees should note that failure to discharge the obligations placed on them by this or any relevant statutory provision may render them liable to:

- a) prosecution by the Health and Safety Executive (note: far more likely to be the employer), and/or
- b) disciplinary action under the Trust's Disciplinary Procedures.

The Trust has a service level agreement with the Shropshire Council Health & Safety Team who will provide competent technical advice on Health and Safety matters where necessary to assist such employees in their task.

Executive Headteacher/CEO: Sarah Godden

Chair of Trustees: Judy Mondon

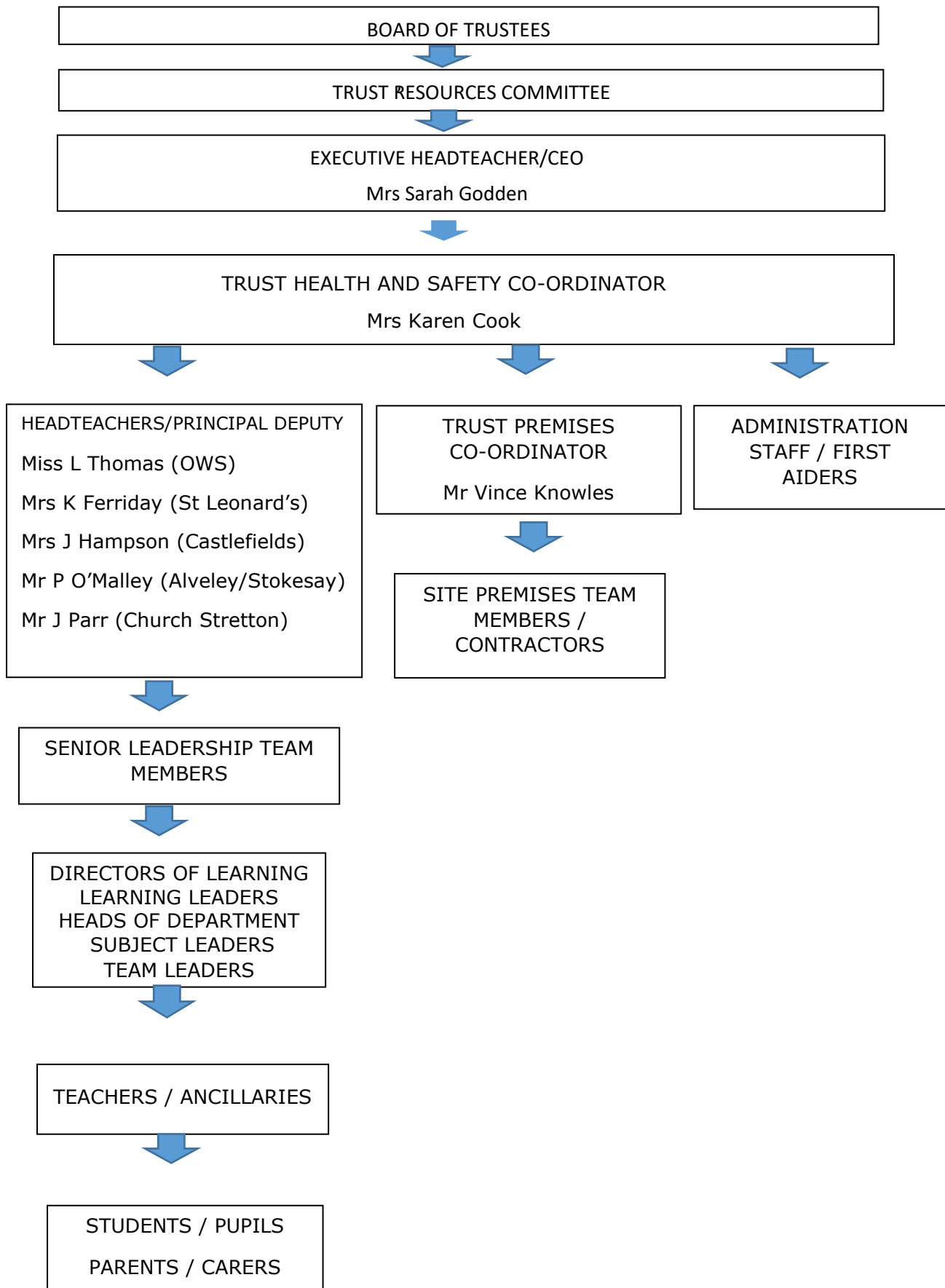
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**TRUST-ED SCHOOLS' PARTNERSHIP
HEALTH AND SAFETY ORGANISATION CHART**



PART 2

ORGANISATION

In order to achieve compliance with the Statement of Intent, the Headteacher, Trust officers, and/or other relevant staff, will have responsibilities assigned to them as detailed in this part of the Policy. The Trust Board has ultimate responsibility for Health and Safety matters in all Trust schools, but will delegate day-to-day responsibility as follows: -

Designated Responsibilities

Executive Headteacher/CEO

Reporting to Trustees, the Executive Headteacher/CEO has the overall responsibility for ensuring that school Health and Safety Policies are effectively implemented, on behalf of the Trust, and that proper resources are made available in order to achieve this.

The Executive Headteacher/CEO delegates the day-to-day responsibility in schools for Health and Safety to Headteachers who will: -

- a. be responsible for the implementation of the Trust Health and Safety Policy and liaise with Trustees to ensure full compliance with its requirements;
- b. appoint persons to deal with the day to day issues on health, safety and welfare, and ensure that all employees are supplied with a copy of the policy statement and are aware of their responsibilities as determined by the Policy, particularly those parts of the Health and Safety Policy which affect them or the responsibilities that are individually allocated;
- c. ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- d. facilitate adequate arrangements for joint consultation and participation of employee trade union safety representatives in measures for promoting Health and Safety at work;
- e. monitor the safety performance of each school and take such steps as may be necessary to improve the performance;
- f. ensure that a suitable and sufficient assessment of the risks to the Health and Safety of all persons on Trust premises is carried out. The assessment to be recorded including the hazards identified, the level of risk, any group of people identified as being especially at risk and details of action required (if any);
- g. provide ongoing recommendations and present an annual report on Health and Safety to the Board of Trustees;
- h. be responsible for dealing with visits from the Health and Safety Executive (HSE). However, the day to day liaison with the HSE can be delegated, to the Headteacher or Health and Safety Co-ordinator, the HSE does expect to talk to the Executive Headteacher/CEO on overall policy matters;
- i. ensure that the Trust's duties in relation to the management of Health and Safety across the Trust are met;
- j. support Trustees/Local Governing bodies/Headteachers to monitor and review the Policy and ensure it is implemented;
- k. ensure appropriate and adequate procedures are in place to assess and manage risk;
- l. ensure systems are in place for the successful management of Health and Safety, including monitoring, reviewing and reporting;
- m. ensure sufficient funds are set aside with which to operate safe working practices;
- n. ensure Health and Safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

Headteacher/Principal Deputy

Responsibility for the implementation of the Health and Safety Policy within each Trust school lies with the Headteacher/Principal Deputy who has delegated responsibility for Health & Safety.

The Headteacher/Principal Deputy aided by the Senior Leadership Team members will ensure that:

- a. Health and Safety rules are followed by all staff and pupils to ensure that the Government Statutory guidance 'Supporting pupils at school with medical conditions' is adhered to:
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf);
- b. the school/Trust is so organised that there is no unacceptable risk to members of staff, pupils, members of the public or to property;
- c. the Fire Risk Assessment has been completed and is reviewed annually (completion may be delegated to another responsible person);
- d. the Asbestos Survey Report is reviewed on receipt from the nominated contractor and an Asbestos Management Plan is completed and reviewed annually;
- e. staff and pupils know to report all defective equipment, plant, premises and hazards associated with the working environment and ensure that steps are taken to remove or control the hazard;
- f. systems are in place so that all equipment is regularly maintained and kept in a safe condition;
- g. systems and schedules are in place for statutory inspections;
- h. all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development;
- i. senior management set a personal example and encourage a safe attitude towards work amongst all employees;
- j. there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures and that any safety issues with the equipment that cannot be dealt with are referred to the Senior Leadership Team for action;
- k. termly meetings of staff safety representatives are convened to ensure that Health and Safety issues are reported regularly to the Trustees/LGB;
- l. termly summary reports are presented to the LGB and Resources Committee on significant Health and Safety issues, outcomes of investigations (e.g. accidents, near misses) and completed actions to resolve previous issues;
- m. a consolidated annual report is presented to the Resources Committee on Health and Safety statistics, risk management issues and any other significant Health and Safety issues together with an action plan for their resolution;
- n. an overview of school Health and Safety matters, including accidents, is reported at each meeting of the Trust's Resources Committee;
- o. an annual report on Health and Safety is completed and presented to LGBs and Trustees in the Summer Term meeting;
- p. they work with the Trust Health & Safety Co-ordinator to ensure that Heads of Departments implement appropriate safety procedures, undertake risk assessments and adhere to established systems of reporting;
- q. the safeguarding of children is maintained through the 'Safer Recruitment' process of all staff;
- r. issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented;
- s. hazardous substances are identifiable, stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- t. agreed safety standards are maintained, particularly those relating to housekeeping;

- u. all relevant safety documents including CLEAPSS and DfE Guides, are maintained and made available to all employees;
- v. First Aid procedures are established and monitored;
- w. liaison is arranged with the Executive Headteacher/CEO and Trust Health and Safety Co-ordinator, concerning Health and Safety matters and welfare at work;
- x. an annual inspection is arranged of the site with the Chair of the LGB or the Chair of the Resources Committee and a report produced and any priorities highlighted acted upon.

Trust Director of Finance and Business (Health and Safety Co-ordinator) will:

- a. work in conjunction with any Trust consultants and advise to the Headteachers and Executive Headteacher/CEO on Health and Safety policy;
- b. assisting the Executive Headteacher/CEO/Headteachers/Principal Deputy in ensuring that the Health and Safety Policy is clearly communicated to all relevant persons;
- c. analyse accident reports and prepare regular reports for the Trust's Resources Committee;
- d. source and procure services deemed to be necessary to ensure the maintenance of the premises and associated services meet the highest standards;
- e. engage external competency for health, safety and welfare matters to support any arrangements for Health and Safety;
- f. ensure there is a suitable system in place for relevant records to be kept of Health and Safety activities e.g. assessments, inspections (Data Dashboard);
- g. ensure staff are provided with adequate information, instruction and training on Health and Safety issues;
- h. provide support to the Executive Headteacher/CEO/Headteachers and Principal Deputy to ensure that accidents are investigated, and any remedial actions required are taken or requested;
- i. hold relevant, up-to-date information on Health and Safety which will include Health and Safety Executive (HSE) guidance notes, codes of practice and copies of the Policy;
- j. assist the Headteacher/Principal Deputy in undertaking risk assessments in relation to the premises and site and liaise with Heads of Department in relation to their curriculum specific risk assessments. In particular, carrying out annual reviews of risk assessments in practical areas e.g. Science, D&T, Art and PE and report any concerns to Senior Leadership Team links;
- k. establish a system for the monitoring and vetting of contractors on site and promote Health & Safety when planning new buildings, refurbishment or building projects;
- l. regularly monitor cleaning and grounds maintenance contractors to ensure they comply with Health and Safety legislation and that areas affected are safe for pupil and staff use.

Trust Premises Co-ordinator

Working alongside and supporting the Trust Director of Finance and Business (Trust Health and Safety Co-ordinator), the Trust Premises Co-ordinator will:

- a. support other premises staff roles effectively to ensure that monitoring of the premises and associated services, systems and equipment, including fire safety tests, are carried out in a scheduled and structured manner;
- b. ensure the administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment;
- c. maintain the Trust Data Dashboard and ensure relevant records are kept of Health and Safety activities e.g. assessments, inspections, accidents etc.;
- d. ensure risk assessments of the premises and working practices are undertaken;

- e. ensure safe systems of work are in place as identified from risk assessments;
- f. ensure emergency procedures are in place;
- g. ensure plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition;
- h. establish the competency of companies or individuals (contractors) to provide professional services meeting required Health and Safety standards, prior to engagement;
- i. ensure the activities of contractors are adequately monitored and controlled;
- j. ensure appropriate information on significant risks is given to visitors and contractors;
- k. ensuring arrangements are in place to inspect the premises and monitor performance.

Site Caretaker/Premises Lead

Each Trust site premises staff lead person is responsible for:

- a. maintaining an understanding of the site premises team responsibilities, including an awareness of relevant premises related Health and Safety legislation, issues and procedures and operating within these requirements;
- b. ensuring that they are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged, and where necessary, adequate and appropriate training and information in Health and Safety matters is provided;
- c. controlling contractors working on the premises, and ensuring that hazard information has been exchanged and suitable risk control measures implemented;
- d. ensuring adequate security arrangements are maintained;
- e. ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- f. arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained;
- g. ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- h. ensuring that plant and equipment is adequately maintained;
- i. arranging for the regular testing and maintenance of electrical equipment;
- j. maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- k. ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- l. ensuring the adequate provision of Health and Safety notices and that warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- m. ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- n. maintaining a Health and Safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request;
- o. ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- p. liaising with outside bodies on matters of Health and Safety relating to electricity, gas, water supplies, (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- q. liaising with contractors and those letting school premises on Health and Safety practices before starting work or commencing a letting. Contractors will provide evidence that they have completed an adequate risk assessment of all their planned work;

- r. liaising with the Trust Premises Co-ordinator/Headteacher with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties for which they are engaged without the school incurring excessive cost.

Directors of Learning/Learning Leaders/Heads of Department/

Subject Leaders/Team Leaders will ensure:

- a. all staff within their department, or whom they line manage, understand their responsibilities under the terms of this policy;
- b. procedures for safe working practices within their departments are laid out in their curriculum schemes of work and comply with appropriate Health & Safety regulations;
- c. risk assessments are undertaken within their departments and these are reviewed annually or sooner if required with any issues reported to their link SLT member or the Trust Health and Safety Co-ordinator;
- d. appropriate inspections and routine maintenance are carried out for all equipment within their department and relevant records kept of such works;
- e. protective clothing and equipment needs are identified and provided where necessary;
- f. staff have appropriate training and access to safety information in relation to all equipment and materials used;
- g. there is liaison with their link SLT member and/or Trust Health & Safety Co-ordinator and that required safety measures are implemented when agreed;
- h. that any accidents to pupils or staff are immediately reported through the established systems;
- i. when authorising work to be undertaken, or authorising the purchase of equipment, that the Health and Safety implications of such work or purchases are considered;
- j. that hazardous substances are identifiable, stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- k. agreed safety standards are maintained, particularly those relating to housekeeping. All relevant safety documents, including CLEAPSS and DfE Guides, must be maintained and made available to all employees;
- l. that Health & Safety is an agenda item at the Department Meeting at least 3 times a year for practical subjects and at least twice a year for other subjects.

All Employees will:

- a. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- b. observe all instructions on Health and Safety issued by the Trustees or any other person delegated to be responsible for a relevant aspect of Health and Safety;
- c. act in accordance with any specific Health and Safety training received;
- d. report all accidents and near misses in accordance with site procedures;
- e. know and apply emergency procedures in respect of fire, first aid and other emergencies;
- f. co-operate with other persons to enable them to carry out their Health and Safety responsibilities;
- g. inform their line manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger;
- h. inform their line manager of any shortcomings they identify in these Health and Safety arrangements;
- i. exercise good standards of housekeeping and cleanliness;
- j. co-operate with any appointed/elected safety representative(s) and the enforcement officers of the Health and Safety Executive (HSE);

- k. follow up issues raised by themselves concerning safety to ensure that they are thoroughly investigated and, when necessary, further effective controls implemented;
- l. take reasonable care of their own safety;
- m. be aware of the procedures for lone working and follow guidance to ensure their own safety and security;
- n. take reasonable care of the safety of others affected by their actions;
- o. dress sensibly and safely for their particular working environment or occupation;
- p. conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- q. use all safety equipment and/or protective clothing as directed;
- r. maintain all equipment in good condition and report defects to their line manager and the site premises lead;
- s. report any safety hazard or malfunction of any item of plant or equipment to their line manager and the site premises lead;
- t. follow the site accident reporting procedure for all accidents whether an injury is sustained or not;
- u. attend, as, requested any Health and Safety training course;
- v. observe all laid down procedures for processes, materials and substances used;
- w. observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Special obligations of Teachers

- a. exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- b. follow the Health and Safety procedures applicable to their area of work;
- c. give clear oral and written Health and Safety instructions and warnings to students as often as necessary;
- d. ensure the use of personal protective equipment and guards where necessary;
- e. make recommendations to their line manager on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- f. integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with any agreed requirements;
- g. ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation;
- h. regularly check their classrooms for potential hazards and report any observed to the site premises team/caretaker;
- i. undertake an annual risk assessment for their classroom(s).

Senior Leadership Team (with responsibility for duties) will be responsible for:

- a. drawing up a rota of staff to man specific areas of the premises and site;
- b. training and supervising of the lunchtime duty team to ensure they understand their role and carry it out effectively.

Lunchtime supervisors/Duty Staff will:

- a. ensure that pupils queue for lunch in a safe and orderly manner;
- b. monitor behaviour in their designated area of duty;
- c. deal with any incidents of bad behaviour and follow these up.

Staff Carrying out Bus Duties will:

- a. ensure that they are at their designated place on time;
- b. ensure the safety of pupils while they wait for and board the buses;
- c. ensure that pupils wait in an orderly manner and do not move until the bus has finished manoeuvring;

- d. liaise with office staff regarding late or missing buses;
- e. report any concerns regarding pupil transport to the Headteacher/member of the SLT.

Contractors

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the relevant authority of any risks that may affect the school staff, students and visitors.

All contractors must always be aware of the Trust's Health and Safety Policy and emergency procedures and comply with these.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Trust officers or Headteachers will take such actions as are necessary to protect the safety of school staff, students and visitors.

Pupils and Parents will:

- a. co-operate with Teachers and school staff on Health and Safety matters;
- b. not interfere with anything provided to safeguard their own or their child's Health and Safety or the safety of others in school;
- c. take reasonable care of their own and their child's Health and Safety in school and report all Health and Safety concerns to a member of staff.

Students

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

- a. exercise personal responsibility for the Health and Safety of themselves and others;
- b. observe standards of dress consistent with safety and/or hygiene;
- c. observe all the Health and Safety rules of the school and the instructions of staff given in an emergency;
- d. use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

LEGAL FRAMEWORK

The following is a brief guide on Health & Safety legislation for the benefit of all staff within the Trust:

- a. Health and Safety legislation is enforced by the Health & Safety Executive (HSE), in accordance with the requirements of the Health & Safety at Work Act etc. 1974 (HASAWA).
- b. The Trustees remain ultimately responsible for Health and Safety across the Trust. Within this framework, the Trust may appoint an external party, to provide the framework for the management of Health and Safety. This will include the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to Health and Safety in school.
- c. An advisor is commissioned to monitor standards of Health and Safety across the Trust, ensuring adequate risk assessments are developed in accordance with generic guidance. An external provider acts on behalf of the Trust to report accidents and ill health resulting from the work activity across the Trust, following the recommendations of the legal framework.
- d. All Trust staff should follow all policies and procedures described in the TrustEd Schools' Partnership Health & Safety Policy.
- e. All employees must also co-operate with any commissioned external parties monitoring procedures and report any matters that may jeopardise the Trust's ability to comply with Health and Safety legislation. Essentially, how these Policies are applied in your school is described in this document.

- f. Section 7 of HASAWA places a duty on all employees of the Trust to take reasonable care to ensure that their actions or omissions at work do not adversely affect the Health and Safety of themselves or other persons.
- g. The act also requires employees to co-operate as far as is necessary so that the Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- h. A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrate's court, a fine for each breach of Sections 2-6 of HASAWA.

HM Inspectors of Health & Safety

- a. Inspectors may enter Trust premises at any time, without notice, but in practice they would usually notify the Trust of a proposed visit to one of our schools.
- b. Section 21 of HASAWA Act empowers a duly appointed Inspector to serve any person an "Improvement Notice" stating that he/she is contravening HASAWA of one or more of the statutory provisions and requiring the person to remedy the contravention within a specified time.
- c. Section 22 of HASAWA empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced to a level acceptable to the Inspector.
- d. If notified of a visit, announced or otherwise, by an Inspector from the Health & Safety Executive, the Headteacher will advise the external advisor (Shropshire Council Health and Safety Team) immediately.
- e. Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution, must immediately inform the Headteacher who will, immediately, inform the Executive Headteacher/CEO and subsequently the Chair of the Trust.