St Bartholomew's CE
Multi Academy Trust

Health and Safety Policy

2018-2021

CEO SIGNATURE:

CHAIR OF TRUST BOARD SIGNATURE:

DATE

5th December 2018

NEXT REVIEW DATE: 3 years (autumn 2021)

St Bartholomew's CE Multi Academy Trust is a private company limited by guarantee, with charitable status, registered in England and Wales (company number: 10312858) and whose registered office address is at St Bartholomew's Church of England Primary School, Sedgley Road, Penn, Wolverhampton WV4 5LG.

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Statement of Health and Safety Intent

Good health and safety management will be an integral part of the operation of the Trust, the Local Governing Boards (LGBs), CEO, Headteachers(HTs)/Heads of Schools(HOS), employees, partners and all other people with whom we do business.

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

It is furthermore the policy of the Trust to ensure that:

- All plant, equipment and premises meet appropriate safety standards
- Appropriate health and safety training is in place for all employees
- Vigilance for health and safety is encouraged among all employees through a consultative process involving trade unions and/or employee safety representatives as appropriate
- Health and safety is a standing item on the agenda of each academy committee meeting.
- Information and advice is provided to maintain safe working practices.

The Trust will expect employees to show a proper personal concern for their own, pupils' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional training.

The policy will be brought to the attention of, and/or issued to all employees.

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Organisation and Responsibilities

As an employer, St Bartholomew's CE Multi Academy Trust (MAT) has overall responsibility for the health, safety and welfare of employees and pupils in the Trust's schools. St Bartholomew's CE MAT recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

St. Bartholomew's CE MAT will support its schools in 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.

Although overall accountability for health and safety lies with the Directors of St Bartholomew's CE MAT, day-to-day responsibility for the health and safety of employees and pupils in individual schools is delegated to the CEO/HT/HOS assisted by the designated Competent Person for the MAT (Trust Business Manager - TBM), who in turn will delegate particular functions to other employees, in particular the Site Manager/Caretaking staff.

The Directors and Governors play an important role in ensuring strategic direction and will work in close partnership with the CEO, TBM and SLT of the schools and relevant employees of the company to ensure effective health and safety management.

The MAT is supported by CREST Education Safety Services for health and safety advice and guidance.

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Responsibilities and Duties

The responsibilities and duties for the management of health and safety are allocated as follows:

Directors of St Bartholomew's CE MAT

1. The production of a Health and Safety Policy, to be reviewed as required;
2. Ensuring that the requirements of health and safety legislation are met, that health and safety standards are met, where relevant, and to promote best practice;
3. Ensuring that the school budgets are managed on a risk priority basis, so that health, safety and welfare is maintained;
4. Ensuring that effective health and safety planning and target setting takes place within each school and that regular monitoring, audit and review of health and safety performance is undertaken;
5. Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
6. Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations:
7. Ensuring effective communication with the CEO, HT/HOS, staff, parents and pupils in respect of health and safety matters;
8. Ensuring that the LGBs and CEO recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc.) and the means of effectively liaising with them;
9. Ensuring that adequate resources are made available to ensure effective health and safety management.
10. Regular safety reports are provided by the CEO so that safety arrangements can be monitored and evaluated.
11. Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties (where relevant/applicable).
12. All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, Directors/CEO will delegate the functions necessary to discharge these responsibilities to the HT/HOS and Senior Management Team of each school and/or the TBM; however, they will ensure that they have adequate monitoring of these functions in place.

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Responsibilities of the CEO

The Directors have placed day-to-day management of health and safety in accordance with their health and safety policy and procedures on the CEO, who in turn has delegated to the TBM.

The CEO will ensure that:

1. A local health and safety policy and relevant procedures are produced for the LGBs and that the policy is regularly reviewed and revised as necessary, at least annually.
2. This policy and other appropriate health and safety information is communicated to all employees, Governors and others operating at the Trust's sites.
3. Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions. The risk assessment process should:
    a) Eliminate accident potential as far as is reasonably practicable
    b) Be reviewed regularly and updated as appropriate, including post-accidents together with relevant employees and, where necessary, the competent health and safety officer
    c) Conform to statutory regulations, codes of practice and guidance, and to good practice
    d) Take account of individual personal requirements, including those with; protected characteristics, poor literacy skills and English as an additional language
    e) Pay particular attention to pupils, service users, visitors and contractors who may be unaware of dangers and risks
4. The schools' budgets are managed on a risk priority basis, so that health, safety and welfare is maintained and reported to the LGB.
5. Premises are managed in line with health and safety requirements and statutory inspections of plant and equipment are undertaken and site inspections take place at regular intervals.
6. Instruction, information, training and supervision are provided as necessary to ensure employees are competent to carry out their roles.
7. The right of trade unions in the workplace is recognised regarding employee health and safety.
8. Consultation arrangements are in place for employees and their trade union representatives (where appointed).
9. Purchasing and contracting procedures ensure health and safety is included in specifications and contract conditions.
10. Health and safety responsibilities are identified within job descriptions, as required.

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11. In collaboration with the Health and Safety Officer, ensure health and safety data is evaluated, monitored and reviewed formally once a year, or where there are significant changes.
12. LGBs are informed of any breach of health and safety statutory requirements.
13. All welfare facilities are provided and maintained to an appropriate standard.
14. The online health and safety management system (T100) is used as a tool to ensure compliance.

Responsibilities of SLT(s)

Members of the SLT(s) may be required to undertake any of the CEO's duties which have been reasonably delegated to them which may include responsibility for health and safety management.

Middle leaders may be expected to oversee health and safety matters relating to their curriculum areas or as delegated by the SLT.

SLT will ensure that:

1. The health and safety policy is applied to their own department or area of work.
2. Employees under their control are aware of and follow relevant published health and safety guidance (from sources such as CLEAPSS, DATA, AfPE, etc.)
3. Risk assessments are in place and control measures identified for all activities undertaken in areas which they are responsible for and professional knowledge and input are provided, as required.
4. Appropriate safe working procedures are brought to the attention of all employees.
5. Immediate appropriate action is taken in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety. Inform the CEO of any problems they are unable to resolve within the resources available to them.
6. Regular inspections, as appropriate, of their areas of responsibility are carried out and report / record these inspections.
7. Sufficient information, instruction and supervision is provided to all stakeholders.
8. Employee health and safety training needs are identified to enable employees and pupils to avoid hazards and contribute positively to their own health and safety.
9. Any new employees receive specific health and safety induction training and that this is recorded.
10. All injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the CEO/ designated person and investigated promptly.

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Responsibilities of the Site Manager

The Site Manager will ensure that:

1. Safe means of access and egress are maintained.
2. The premises are kept clean and that adequate welfare facilities are provided.
3. Safe working arrangements are in place when contractors are working on the premises.
4. Adequate security arrangements are maintained.
5. Adequate fire safety arrangements are implemented.
6. Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
7. Adequate systems are in place for the management of asbestos and control of legionella.
8. All premises-related accidents/incidents are recorded and investigated.
9. Regular inspections of the premises take place, with safety representatives invited to take part.
10. A copy of the Health and Safety Law poster is displayed in an easily accessible location.
11. The online health and safety management system (T100) is used as a tool to ensure compliance.

Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy must act responsibly to ensure that:

1. Reasonable care of the health and safety of themselves and others in undertaking their work is taken.
2. Health and safety policies, procedures and any verbal instructions in the interest of securing health and safety at all times are complied with.
3. All accidents, incidents and near misses are reported in line with the reporting procedure.
4. Work equipment or anything provided in the interests of health and safety are used correctly.
5. Equipment or fittings provided in the interests of health, safety and welfare are not interfered with or misused.
6. Any defects in condition of premises, plant, equipment or fittings are reported to their line manager.

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7. All necessary control measures are followed and personal protective equipment provided for safety or health reasons is used.
8. Specialist or professional knowledge required to inform the development of risk assessments and control measures in their area is shared.
9. Any specialist training is used to undertake dynamic risk assessments in difficult or emergency situations.
10. Health and safety training courses are attended, as appropriate, and they have knowledge of all relevant processes, materials and substances they use.
11. They are sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay, improvisations or shortcuts that could create unnecessary risks to health and safety.
12. They are aware of and adopt safety measures within their areas.

Responsibilities of Volunteers and Visitors (including agency employees, contractors and parents)

All volunteers and visitors (including agency employees, contractors and parents) must:

1. Follow all safety instructions issued by staff members during their time at the school(s) or when on school visits.
2. Follow all instructions issued by a staff member in case of emergency.
3. Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
4. Inform a member of staff of any situation which may affect their safety or that of any other person on site.

Responsibilities of all Pupils

All pupils will be encouraged by staff members to follow safe working practices and observe safety rules during all times at the school(s) and on school visits

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Arrangements

The detailed arrangements for health and safety management are contained with the relevant schools' health and safety policies where applicable. The following arrangements will be adopted to ensure that the Directors and the CEO fulfil their responsibilities and provides the foundation for securing health, safety and welfare of employees, and all users of the site.

Setting Health and Safety Objectives

The Directors, Governors and CEO will specifically review progress of health and safety objectives at LGB and Trust Board meetings. Where necessary health and safety improvements will be identified and included within each school's action plan.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Line management meetings and staff meetings at site;
- Minutes of the LGB where health and safety is a standing agenda item;
- Provision of information relating to safe systems of work and risk assessments;
- Communication of advice from Schools' Advisors and Educational Officers;
- Communication of health and safety bulletins or information from ESFA;
- Communication with relevant specialist advisors and appropriate representatives.

Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing if a health and safety representative has been appointed and, where this is the case, the Trust will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees.

The Trust will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The school will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

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Health and Safety Policies and Procedures

The schools will, where necessary, establish their own arrangements which will be communicated as appropriate. Attached to this policy are a number of additional health and safety procedures.

Specialist Advice and Support

Specialist advice and support will be obtained from external companies. Health & Safety support is provided by CREST Education Safety Services.

Financial Resources

The Directors will review the schools' budgets to determine, in the light of past performance, if adequate resources are being deployed to ensure health and safety effectively managed actions.

Monitoring

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, health and safety will be discussed at the Finance and Audit (F & A) Committee termly meeting.

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by Directors on a regular basis, or as required.

The Board's F & A Committee will receive and consider the Health & Safety Officer's termly report which will outline significant developments, action plans or concerns for the schools.

Active Monitoring

Each school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

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Each school will receive monitoring inspections from the following:

- OFSTED
- Health and Safety Organisations such as HSE, Fire Service
- CREST Education Safety Services

Actions arising from third party audit/inspection should be incorporated within each school action plan with appropriate target dates for completion.

Reactive Monitoring

Each school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to our Directors.

Health and Safety Action Plan and Objectives

The F & A Committee will ensure that all health and safety objectives and actions are documented and carried out in a timely manner.

Accidents/Incidents/Near misses

The CEO will liaise with the TBM to ensure that accidents and incidents are reported and monitored in line with legislation and the Trust procedures. RIDDOR incidents will be brought to the attention of the Chair of the relevant LGB.

The online health and safety management system (T100) will be used to record and analyse data on all accidents/incidents/near misses.

Appendix A – St Bartholomew's CE Primary School is a separate document

Appendix B – St Benedict Biscop CE Primary School is a separate document

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