



# St Edmundsbury and Ipswich

## Diocesan Multi Academy Trust

### HEALTH, SAFETY AND WELFARE POLICY

<b>Written by</b>	<b>Nick Wilding</b>	
<b>Date Approved and Minuted</b>	<b>MAT Board</b>	December 2019
<b>Date of Next Review</b>	<b>MAT Board</b>	December 2022

## **HEALTH AND SAFETY POLICY CONTENTS**

1. General
2. Aims
3. Organisation
4. Responsibilities
5. Consultation
6. Security
7. Appendices (see list below)

APPENDICES (This is a wish list for further guides to be added to the Trust's suite, it is not an exhaustive listing and other issues may/will be relevant)

The following appendices interpret the trust's policy and apply to each academy: Some exist already within each academy's documentation, but the trust will develop a suite of guides and templates and, over time, the member academies will amend their documentation to comply with the trust's models.

Template for an Individual school's management arrangements
Risk Assessment Template
Asbestos
Auditing, Monitoring and Review
Caretaking and Cleaning
Contractors
COSHH
Business continuity and critical incident planning
Personal Emergency Evacuation Plan
Practical subject policy templates (DT, Science, Art & Design, PE)
Disability Accessibility
Display Screen Equipment
Reasonable Adjustment
Electrical Equipment
Fire Safety and fire risk assessment
First Aid
Legionella Bacteria
Lettings and Extended Activities
Lone Workers
Manual Handling
Mini Bus and Use of Private Transport
Noise
New and Expectant Mothers
Premises Inspection
Security, Premises and Installations
Staff Consultation
Staff Welfare
Stairs and Landings
Stress Management
Sun Protection
Student Welfare
Security Dealing with Trespassers
Visitors
Site Incident Report and Incident Management

**Policy documents will be available to staff in the staff handbook with references to how to find the detailed policies and procedures in the Appendices of this policy. Policy documents will be updated for the start of each year.**

## **1. General**

### **1.1 The Trust is a Multi-Academy Trust**

1.2 **The Trustees** are responsible for the overall health and safety policy.

### **1.3 The Governing Body's Statement of Intent**

The following statement has been adopted by the trust. It sets out the health and safety objectives for the Trust with the aim of ensuring best practice in the management of health and safety.

The governing body of the Trust:

- accepts that health, safety and welfare (HSW) are an integral part of all its activities and will take steps to manage these effectively;
- will take all reasonably practicable steps to provide safe and healthy conditions for pupils, employees (both in school and those employed other than in schools) and others who may be affected by its activities;
- will ensure significant risks are adequately assessed in so far as they affect the HSW of staff, pupils and others affected by the trust's operations;
- will take sensible and proportionate steps to ensure compliance with all relevant legislation;
- expects all employees, pupils and visitors to co-operate in complying with all legal obligations and to take reasonable care of their own HSW. They must also have regard for the HSW of others;
- is committed to providing the necessary information, instruction, supervision and training to all who may have an impact on the control of risks related to the trust's operations, as necessary and appropriate;
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised Trade Unions to enable them to perform their role effectively, and/or the elected representatives of the staff who may not be members of a union;
- will provide adequate resources to implement this policy, including access to support from a competent health and safety specialist when necessary. External specialist advice and assistance will be obtained when required;
- will set out full details of the organisation and arrangements for the management of health, safety and welfare in writing and communicate these to all employees.
- is committed to regular evaluation and review of its Health, Safety and Welfare Policy to ensure the objectives are met and, taking into account new legislation and national guidance, incidents and other changing circumstances, utilising external expertise or advice in order to ensure ongoing excellence and diligence in this area;

## 2. Aims

2.1 The Trust, through its executive officers, including each academy headteacher, will fulfil the Board of Trustees' Statement of Intent by:

- establishing sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any significant risk to HSW. Suitable risk assessments will be carried out as appropriate to enable risks to be identified and controlled. Managers will ensure, as far as is reasonably practicable, suitable and sufficient standards of safety are adopted and enforced;
- ensuring that all member academies (and areas of management) have suitable arrangements and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the HSW of staff, pupils and visitors;
- providing comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the HSW of all employees and pupils;
- ensuring that all plant and equipment is maintained properly and that none will be used knowingly when it presents a significant risk to the staff, pupils, visitors or the public: Where necessary, appropriate training will be given;
- ensuring the provision of means of access and egress which are safe and without risks to health;
- ensuring safe arrangements are made for the storage, handling and transport of articles and substances;
- ensuring that the member academies have and maintain up-to-date fire safety procedures and documentation, and that arrangements exist for the safe and efficient evacuation of buildings.
- developing appropriate awareness among all employees and pupils
- promoting individual responsibility for health and safety at all levels of staff and pupils;
- ensuring that the health, safety and welfare of all employees, pupils and members of the public are under continuous and reasonable review by managers at all levels;
- appointing a competent person to oversee the implementation of the academy's health and safety arrangements and procedures;
- ensuring that each academy has a HSW Working Group, which has a clear brief in line with this policy, meets regularly, and reports regularly to the relevant headteacher;
- appointing a member of the governing body to be its health and safety champion;
- providing sufficient funds to enable safe systems of work to operate and for the training of relevant staff;
- reporting to each member academy governing body on the implementation of its health and safety policies and procedures;
- monitoring HSW management information provided by each member academy

### 3. Organisation

#### 3.1 Structure

- The Trust is the employer and therefore has overall responsibility for HSW and, in particular, for the policies and procedures;
- Each Local Governing Body (LGB) considers reports from their headteachers and makes recommendations on overall health and safety issues affecting each academy; They will support their headteacher in any work required;
- LGBs have overall responsibility for the localisation of the Trust's policies to their academy, which should be done in conjunction with the headteacher;
- The headteacher has responsibility for the internal management of the academy policies and procedures, and reporting to the LGB; the headteacher has the prime responsibility for the day-to-day management, co-ordination and implementation of the policy. They may delegate the tasks of liaising with contractors, and other routine matters, though they retain the responsibility for these matters;
- The Chief Executive Officer assumes responsibility for health & safety matters across the Trust and reports directly to the Trust; The Chief Executive Officer has the authority to direct a headteacher or an LGB to take specific action in response to the identification of serious and imminent risk to HSW. In the absence of the relevant headteacher, the Chief Executive Officer can implement an immediate response to a serious and imminent risk without reference to the LGB.
- Each academy appoints an appropriate local manager to lead the HSW work at each site. This manager will report directly to the headteacher for this purpose and may assist in reporting to the LGB;
- Regular (at least termly) Department and Team meetings with reports going to the HSM;
- Recognised Trade Union safety representatives have the right to participate in the academy HSW Working Group and to discuss health and safety issues as necessary with the HSW lead and/or the headteacher;
- Staff who are not in a union have a right to elect a representative who will also participate in the HSW Working Group and to discuss health and safety issues with the HSM and/or headteacher;

## **4. Responsibilities**

**4.1** This policy is largely dependent upon co-operation of every person in each academy and in the Trust's own premises. The Trust reminds employees and pupils that they have a personal duty imposed by the Health and Safety at Work etc. Act (1974) to cooperate with the Trust in its efforts to ensure the HSW of all affected by the Trust's activities, including within each academy.

### **4.2 Each Academy's Local Governing Body will:**

- ensure that local arrangements and procedures are in line with this HSW policy and the Statement of Intent, and that the appendices are appropriately and fully localised and communicated to all staff effectively;
- set up and maintain an academy HSW Working Group;
- ensure that the headteacher takes into account the views and recommendations of the HSW Working Group;
- appoint a member of the LGB to be responsible for liaison on HSW matters with the headteacher and Staff, and who will be a member of the HSW Working Group;
- appoint a person (or persons) to be the local HSW lead, and ensure that he/she is appropriately trained;
- ensure that there is a system across the academy for appropriate risk assessments to be carried out, recorded and regularly reviewed in line with the Trust's policy;
- ensure that staff are trained as appropriate;
- provide adequate resources to enable the HSW policy to be carried out;
- agree and maintain any necessary health, safety and security contracts with contractors;
- ensure that a system is in place to enable contractors and persons hiring any part of the premises to be made aware of, and to conform to, relevant academy policy and procedures;
- monitor the implementation of health and safety procedures through the academy's health and safety management system, and ensure that it is used effectively in the academy;
- receive a termly report on the progress of the agreed HSW programme of work and procedures, and an Annual Status Review from the headteacher (or representative).

### **4.3 Academy Health and Safety Working Group**

**4.3.1** The academy HSW Working Group will consist of at least the headteacher or his/her nominee, and/or the designated HSW lead (if that is not the headteacher), the Site Manager and the nominated local governor for HSW. Trade Unions may nominate a member from the individual academy workforce or from the Trust's wider group of academies, if preferred, to join this group. The Trust may nominate a representative from its own executive staff to attend.

**4.3.2** The Working Group will meet at least three times per year, who will report to the LGB. The headteacher's annual status review will be sent to the Trust together with the minutes of each HSW Working Group meeting.

**4.3.3** Three members, including the headteacher or his/her nominee, present will form a quorum.

**4.3.4** The Working Group may determine its own Chair and proceedings.

**4.3.5** The Working Group may invite other members of staff and pupils to attend a Working Group meeting for specific agenda items.

### **4.3.6 Function of the Academy HSW Working Group**

The Working Group will:

- take into account the Statement of Intent and the health and safety policy;
- monitor health and safety performance;
- make and review regularly specific health, safety, welfare and security arrangements;
- consider incident and ill health records and statistics;
- consider reports of any internal and external inspections;
- consider risk assessment and the management of risks;
- make recommendations on health and safety training throughout the academy;
- consider the efficacy of emergency procedures in the academy;
- consider any changes of any kind that affect HSW;
- receive and consider an Annual Health and Safety Status Review from the headteacher and determine any necessary response;
- consider any other items raised by management or the staff representatives; and report as required to the headteacher, the governing body/employer.

### **4.4 Designated Member of the Local Governing Body for Health and Safety**

**4.4.1** Every academy's LGB must appoint a designated member to provide an overview and robust challenge to contribute to the assurance that the Trust's HSW policy and procedures are in place and being correctly implemented.

### **4.5 The headteacher**

The **headteacher** (or, when absent, a named, nominated Deputy headteacher) will be responsible for the overall implementation of the Trust's HSW Policy with their academy.

In their academy and for all academy activities, the headteacher is responsible for ensuring locally:

- the health, safety and welfare of staff, pupils, visitors and any other person using the premises;
- ensuring safe working conditions for all of the above (staff, pupils, visitors etc);
- ensuring safe working practices and procedures throughout the academy, including those relating to the provision and use of machinery and other apparatus;
- ensuring that staff are consulted appropriately on issues that affect them;
- implementing a student behaviour policy that will ensure as far as is reasonably practicable the health and safety of pupils on site and when engaged in academy activities off-site;
- appointing members of the academy management team to the HSW Working Group;
- directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the academy;
- ensure that there is a suitable system in place for reporting incidents, near misses, and concerns about staff or student welfare;
- ensuring that liaison with contractors is maintained and that any untoward events are investigated and written reports are obtained;
- arranging for appropriate supervision of pupils;



- ensuring a local system exists for carrying out periodic safety reviews and audits;
- determining in consultation with the HSW lead which risk assessments should be considered exceptional and be written, taking into account the government's advice;
- ensuring that the health and safety training needs of all staff and pupils are identified, and appropriate training provided;
- encouraging staff, pupils and others to promote good HSW and to suggest ways of reducing risks;
- ensuring that a system for producing sufficient and appropriate risk assessments exists;
- delegating to the HSW lead appropriate tasks for the day-to-day implementation of the policy;
- ensuring that an effective health and safety management system is in operation;
- ensuring that parents are kept informed on any relevant health and safety issues and enlisting their support as appropriate;
- keeping the academy LGB informed of the progress of the implementation of the policy, and bringing to their attention significant changes to the law and guidance and the academy's response.

## 4.6 The HSW LEAD

**N.B. The responsibilities of the HSW lead may be discharged by a team of persons rather than a single individual. Where this option is exercised in an academy, a clear method of working which ensures that gaps are not left between the responsibilities taken on by each team member must be in place, to the satisfaction of the headteacher and HSW Working Group. Qualifications are less important than an aptitude for the role; competence is determined by experience, self-awareness and training. Though none of these attributes alone necessarily make an individual person the right one for the role, it is likely that a successful HSW lead will be a confident and senior member of staff with a reasonably detailed significant knowledge of good HSW in a school setting and probably possessing a relevant preliminary qualification in the subject and a very good level of awareness of teaching practices.**

4.6.1 The HSW lead will be a suitably skilled and experienced person(s) responsible to the headteacher for:

- managing, co-ordinating and monitoring health and safety matters within the academy;
- ensuring that the academy's systems are implemented;
- reporting regularly to the headteacher on health and safety issues;
- participating in the work of the academy HSW Working Group;
- liaising as appropriate with the member of the LGB with health and safety responsibility;
- maintaining a suitable system in place for reporting incidents, near misses, and concerns about staff or student welfare;
- ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- assisting staff in producing risk assessments taken into account relevant advice;
- liaising with any contractors as appropriate and providing information and recommendations to the headteacher when necessary in the HSW context;
- identifying and advising on when external HSW specialists are required as appropriate, receiving their reports and taking any necessary recommendations to the headteacher/LGB;

- meeting with staff Health and Safety representatives;
- advising on all HSW matters (including safety of buildings, plant and equipment used and operated by the academy);
- ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- ensuring that contractors and persons hiring any part of the premises are aware of the academy HSW arrangements and requirements;
- ensuring that all necessary safety signs and notices are displayed;
- ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the academy's fire safety arrangements;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the HSW policy as appropriate; and
- drafting termly progress reports and an annual health, safety and security Status Review for the headteacher and assisting with presentation to the academy LGB and the Trust board if necessary;

#### **4.7 Staff with Departmental or Area Responsibilities**

**Heads of Departments/Areas of the academy** will be appropriately trained for their duties and are responsible to the headteacher for the implementation and operation of the policy as it affects their areas of responsibility. In order to discharge this responsibility they will:

- familiarise themselves with the academy's arrangements and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate as required in the work of the academy HSW Working Group;
- use the academy's health and safety management system to provide management information and routine monitoring information;
- make and annually review a departmental health and safety policy when the LGB considers this necessary;
- set up and implement safe methods of work;
- ensure that the academy's student Behaviour policy is implemented within the department as appropriate;
- apply effectively all relevant HSW legal requirements, national guidance, procedures and relevant codes of practice, including local academy rules;
- instruct all staff, pupils and others under their jurisdiction in safe working practices;
- carry out regular safety inspections of their areas and keep records in the academy's prescribed format of those inspections, and take appropriate action on the observations made;
- ensure that risk assessments are carried out on any relevant risk and effective measures are taken to control those risks;
- ensure that all plant machinery and equipment is subject to routine inspection by a specialist and kept in good working condition, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- make available appropriate protective clothing and equipment;

- make sure that departmental staff have necessary first aid and fire safety information and competence;
- ensure that all departmental staff and pupils in their areas know the emergency evacuation procedures;
- participate in the work of the HSW Working Group if required to do so;

#### **4.8 All members of staff** have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, pupils in their care, and any other persons who may be affected by their actions;
- understand and use the academy health and safety management and reporting systems;
- report (through the academy's reporting system) all incidents or near misses that have led or may lead to illness, harm or damage;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the academy's and any departmental HSW guidance and requirements;
- observe all Health and Safety rules and procedures set out by the academy and use all health and safety equipment provided;
- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules;
- effectively use the academy's arrangements to report any potential hazard noticed;

**4.9** All staff have a right to raise Health and Safety issues of concern at any time but in particular at formal meetings in their departments. Staff also have the right to elect staff representatives to participate in the HSW Working Group and to raise health and safety issues with the headteacher and/or the HSW lead on behalf of the staff. Raising issues by email shall suffice.

**4.10.1** All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives.

**4.10.2** The academy expects all staff, in fulfilling their legal responsibilities for HSW, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

**4.10.3** The academy will follow the government's advice that all academy staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSW lead in the first instance and participate in any subsequent review.

#### **4.11 Staff Safety Representative**

4.11.1 Trade Union representatives or Staff Health and Safety Representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- make representations to the headteacher and the HSW lead, as appropriate, on general matters affecting the health, safety and welfare of employees;

- participate as an elected union representative in the work of the academy HSW Working Group;
- carry out workplace health, safety and welfare inspections to the extent that a reasonable person would consider appropriate and proportionate;
- participate in the work of the academy HSW Working Group; and
- have reasonable paid time off to carry out their functions and to receive directly relevant health and safety training.

4.11.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **5. Consultation**

### **5.1 Staff**

The headteacher will consult staff safety representatives of trade unions recognised by the academy, and any representative elected by the staff who are not in trade unions recognised by the academy.

**Health and Safety will be a standing item on the agendas of all Departments, pastoral groups, and any formal management meetings in the Academy. Any points raised will be duly minuted and reported promptly to the appropriate person.**

### **5.2 Pupils and Parents**

Pupils may also play a part in the Academy and will be encouraged to discuss HSW issues at the appropriate student forum, and forward any concerns to the HSW lead or headteacher.

In order to maintain safety and well-being, at all times, pupils are expected to:

- Follow all academy rules and policies
- Use equipment only in accordance with their training
- Refrain from using anything which may harm any other person or themselves, including not using equipment on which they have not been trained
- Report any issues to the person leading the activity in which they are participating or at the earliest opportunity to their form tutor or pastoral tutor.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of pupils; road safety). The headteacher may determine the amount and manner of the consultation and will report the decision to the Governing Body.

**It is the responsibility of the headteacher of each academy to ensure this is communicated to parents and pupils with suitable regularity.**

## **6. Security**

6.1 All staff and other persons on site will take note of the requirements of the Security policy and adhere to it at all times.

## 7. Appendices

7.1 The attached appendices contain the main documents that make up the Trust's overall suite of HSW policy and procedures and guides. These must be localised by each academy.

7.2 The academy may decide to add additional sub-policies that are relevant to its situation and needs.

Template for an Individual school's management arrangements
Risk Assessment Template
Asbestos
Auditing, Monitoring and Review
Caretaking and Cleaning
Contractors
COSHH
Business continuity and critical incident planning
Personal Emergency Evacuation Plan
Practical subject policy templates (DT, Science, Art & Design, PE)
Disability Accessibility
Display Screen Equipment
Reasonable Adjustment
Electrical Equipment
Fire Safety and fire risk assessment
First Aid
Legionella Bacteria
Lettings and Extended Activities
Lone Workers
Manual Handling
Mini Bus and Use of Private Transport
Noise
New and Expectant Mothers
Premises Inspection
Security, Premises and Installations
Staff Consultation
Staff Welfare
Stairs and Landings
Stress Management
Sun Protection
Student Welfare
Security Dealing with Trespassers
Visitors
Site Incident Report and Incident Management

---

**END**