



# **Trust Health and Safety Policy**

DATE ISSUED: September 2019  
REVIEW DATE: September 2020  
APPROVED BY: Board of Trustees

## OBJECTIVES

The objectives of this document are:

- To set the general direction for health, safety and welfare throughout Humber Education Trust (the Trust).
- To demonstrate the Trust's commitment to health and safety.
- To meet the requirement of Section 2, 3 and 4 of the Health and Safety at Work Act 1974 and other statutory and common law duties, including a written statement of general policy on health and safety.

This Health and Safety Policy Statement is the lead document for health and safety within the Trust and applies to all staff, governors, visitors and contractors. Each school will have a more detailed, local Health & Safety policy which is shared with all members of staff.

## STATEMENT

- The Board of Trustees recognises its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, pupils, visitors and contractors using the academy premises or participating in school-sponsored activities.
- The Trust believes that the prevention of accidents, injury or loss is essential to the efficient operation of its academies and the education of its pupils and students.
- The Trust will ensure, so far as is reasonably practicable, the safety of all staff, pupils, students and any other person who may be directly affected by its operations by:
  - a) Ensuring significant health and safety risks arising from its activities are adequately controlled;
  - b) Providing and maintaining safe plant, equipment and systems of work;
  - c) Managing and maintaining a safe and healthy working and learning environment;
  - d) Ensuring that staff receive appropriate training, and are competent to carry out their designated responsibilities;
  - e) Providing sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work;
  - f) Involving employees in health and safety decisions through consultation and co-operation.
- The Trust will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.
- The Trust's policy will be implemented with the full co-operation of Trustees, Local Governing Bodies (LGBs) and staff.
- All employees have duties under the Health and Safety at Work etc. Act 1974 and must actively support the Trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in disciplinary action in line with the Trust's Disciplinary Policy and Procedure

- The Trust will provide and maintain joint consultation on health and safety matters and will co-operate with agreed safety representatives.
- This policy statement will be reviewed on an annual basis to sustain its compliance and effectiveness. Any changes will be communicated to all employees.

### **The Board of Trustees**

The Board of Trustees has strategic responsibility for health and safety within all areas of the academies' undertakings. They shall ensure that:

- sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment
- competent health and safety advice is available in order to assist line management and comply with regulatory controls

### **The CEO**

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO shall ensure that the Board of Trustees:

- oversees the provision of health and safety leadership focused on the management of significant risk
- monitors overall performance of the health and safety management system and are kept informed of, and alerted to, relevant health and safety issues

### **Local Governing Bodies (LGBs)**

Local Governing Bodies are responsible for the implementation of the Trust's policy and ensuring effective health and safety management systems within their school. They shall ensure that:

- local arrangements are developed and 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
- sufficient resources are allocated to meet health and safety obligations
- health and safety performance is subject to regular monitoring and review
- staff are involved and consulted on relevant health and safety matters
- all staff know and accept their individual responsibilities regarding health and safety and that health and safety training programmes are in place and monitored
- a member of the LGB is responsible for championing health and safety issues. This individual liaises with the school and provides information to the LGB
- any deficiencies or weaknesses brought to the attention of the LGB are rectified
- regular health and safety audits are carried out

### **Headteachers**

The headteacher of each academy has responsibility for the day-to-day operation and management of health and safety, as delegated by the Board of Trustees within all areas of the academy's undertakings. They shall ensure that:

- the policies and procedures adopted by the Trust are fully implemented and followed by all staff
- the policy and other appropriate health and safety information is communicated 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 LGB and CEO
- staff are competent to carry out their roles and are provided with adequate information, instruction and training
- consultation arrangements are in place for staff and their trade union representatives (where appointed)
- effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions
- monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- school premises, plant and equipment are maintained in a safe and serviceable condition

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

### **Academy staff**

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

- apply the Trust's Health and Safety Policy to their own department or area of work
- ensure staff under their control are aware of and follow relevant published health and safety guidance
- 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

Under the Health and Safety at Work Act etc. 1974 all staff (including volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

**All employees** have responsibility to:

- comply with the Trust's and academy's Health and Safety Policy and procedures at all times
- report all accidents and incidents in line with the academy's reporting procedure

- co-operate with and support 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
- take part in health and safety training and development and health surveillance programmes, as required

### **Central MAT staff**

Under the Health and Safety at Work Act etc. 1974 all central MAT staff (including consultants, volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All employees have responsibility to:

- comply with the Trust's Health and Safety Policy and procedures at all times and the academy's policy and procedures when on an academy site
- report all accidents and incidents in line with the Trust's reporting procedure
- co-operate with and support 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
- take part in health and safety training and development and health surveillance programmes, as required

## **OPERATIONAL EXPECTATIONS**

- **Academies**

Each LGB is required to establish specific health and safety policy statements and organisational arrangements to implement the Trust's policy. These local policies will provide detailed operational arrangements for health and safety and will as a minimum meet the standards and requirements set out in this policy. These policies will include the following appendices:

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  
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

- **Central MAT team**

The CEO will ensure that organisational arrangements are in place for staff employed by the Trust, including consultants. These arrangements will comply with the health and safety arrangements for the place of work for staff, whether this be on an academy site or elsewhere. This will include risk assessments, accident reporting arrangements, first aid, induction, DSE workstation assessments etc.

- **Job descriptions / contracts and performance management**

Suitable clauses to highlight health and safety responsibilities will be included in all employee contracts and job descriptions appropriate to individual roles. Performance management will be used to set and measure performance against health and safety targets and objectives (where appropriate for the job description of the employee concerned). Performance management is also used to identify health and safety training needs and monitor competency.

- **Risk assessments**

Each academy shall conduct and record risk assessments and ensure findings are brought to the attention of relevant staff. Risk assessments will be reviewed periodically and following any significant changes.

- **Induction**

All new members of staff will be provided with Induction training appropriate to their role and needs.

- **Monitoring**

Proactive health and safety monitoring is a line management function. In addition, the Trust will measure performance by audit, inspection and accident / incident reporting and investigation. Performance will be reviewed and reported at LGB meetings and at Board of Trustees meetings on a formal and regular basis. A programme of health and safety audits will be delivered across all academies with each academy required to develop, maintain and report on health and safety action plans to ensure continuous improvement.

- **Reporting**

Accidents and violent incidents are recorded and, where necessary, investigated and reported to the Health & Safety Team at the Local Authority as soon as

possible. These will be reported to the LGB as part of standard agenda items. In the event of a major injury, or where an employee needs time off work as a result of an accident, the Chair of the LGB and the CEO will be informed immediately and normal reporting procedures will be followed. Any matter of concern with regard to Health & Safety are reported to the LGB and the CEO.