

Community Academies Trust Health & Safety Statement of Intent

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Approved by the Board of Directors on: 14.2.2017

Review date: February 2018

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1. Chief Executive's Statement of Intent

I recognise my responsibilities and undertake to provide and maintain safe & healthy working conditions for all employees under my control. I further accept that I have a duty of care to other persons (e.g. pupils, parents, visitors and contractors etc.) who may be affected by the work carried out by or on behalf of the Trust. It is my duty to ensure that all measures so far as is reasonably practicable are taken to prevent injury and ill health by:

- providing and maintaining safe and healthy workplaces, plant and equipment and by ensuring safe systems of work are in place.
- ensuring that employees and contractors are competent to carry out their tasks and given adequate training.
- providing suitable and sufficient information, instruction, training and supervision.
- ensuring that measures are in place to control risks arising from work activities.
- ensuring that arrangements are in place to disseminate health & safety rules.
- ensuring that employees are consulted about health & safety matters.
- providing adequate welfare facilities.
- ensuring equal health & safety treatment for all.
- ensuring continuous improvement in health, safety and welfare standards.

The organisation and arrangements to ensure health & safety standards are maintained and improved are laid down in each school's Health & Safety Policy & Procedures Manual. This includes the delegated responsibilities of staff employed by the Trust.

Employees have legal responsibilities to take care of the health & safety of themselves and others, and to co-operate with management to assist in meeting my responsibilities. This policy statement and each school's Health & Safety Policy & Procedures Manual will be reviewed regularly.

Signed:

Date: 14 Feb 2017

Philip Hamilton, Chief Executive Officer

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2. Chief Executive Officer's Responsibilities

The Chief Executive shall:

- ensure that there are effective and enforceable policies and procedures, infrastructure for the provision of health & safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure that the law and guidance from, but not exclusively, the Department for Education is followed in the policies and procedures.
- ensure that there is provision of adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently.
- ensure that there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to school sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities.
- ensure that there are safe arrangements for the handling, storage and transportation of articles and substances.
- ensure that there is provision of plant equipment and systems of work which are safe.
- ensure that at each school site an appropriate, competent member of staff is identified to co-ordinate and manage health & safety and that appropriate specialist advice and support is available to enable them to meet all legal requirements.
- where required, ensure that sufficient resources (so far as is reasonably practicable) are made available to ensure the Trust's health, safety and welfare objectives are achieved.
- be responsible for ensuring compliance with all health & safety legislation affecting the operations and activities of the Central Team, including the provision on school sites.
- co-ordinate work with the Trust Board to achieve the standards and procedures prescribed for health & safety.
- ensure that arrangements for the monitoring and audit of health & safety are in place across all school sites.
- ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.

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3. Executive Directors' Responsibilities

The Executive Directors (main board directors employed in the Trust) shall:

- promote the importance of health & safety through their role as Trustees, including considering proposals made to the Board from the perspective of Health & Safety.
- when undertaking visits to schools on normal Trust business, observe the implementation of day to day health & safety activities and report any findings to the Head Teacher, and if necessary the Estates Manager and/or Trust Board.
- Ensure that all Board members are aware of their responsibilities in relation to health & safety and promote the importance of Trustees undertaking relevant training.
- ensure the appointment of a Trustee with responsibility for Estates and Health & Safety.

4. Local Governing Body Responsibilities

The Local Governing Body (or EAB when in place) shall:

- comply with The Health and Safety at Work etc. Act 1974 and all subsequent legislation empowered by it.
- take effective action, so far as is reasonably practical, to ensure the health, safety and welfare of all the school staff, employees, pupils, visitors, contractors and any other person affected by its activities.
- ensure adequate resources for health & safety are available so as to provide premises and working environment that are safe, healthy and without significant risk.
- ensure that adequate welfare facilities are provided for all staff, pupils and visitors.
- ensure that effective consultation takes place with all employees on health & safety matters and that all individuals are consulted before particular health & safety responsibilities are delegated to them.
- where necessary, seek specialist advice to determine the risks to health & safety in the establishment and the precautions required to deal with them.
- ensure strategic direction / guidance and work in close partnership with the Head Teacher and Senior Leadership Team of the school and other staff of the Trust to support and promote good health & safety management.
- ensure the provision of adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.

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- ensure that all new staff, including all existing staff in schools joining the Trust, complete appropriate and relevant Health & Safety training as part of an induction programme.
- in their “critical friend” role, maintain an interest in all health & safety matters affecting the school.
- monitor and review health & safety issues including the effectiveness of this policy within the context of the school.
- appoint a governor with responsibility for health & safety

5. Head Teacher's Responsibilities

Individual school Head Teachers shall:

- take day-to-day responsibility for all health & safety matters in relation to the operation of the school and promote a positive, open health & safety culture.
- provide a good example, guidance and support to all staff on issues of health & safety.
- be responsible for activities organised on behalf of the school but being undertaken away from the school site.
- ensure that safe means of access and egress are maintained and that the premises are kept clean and tidy.
- ensure that adequate security and safeguarding arrangements are established and maintained.
- ensure all statutory and legal notices (including a copies of the Health & Safety Law Poster and Display Energy Certificate) are displayed in an easily accessible location.
- ensure that all staff receive a Health & Safety induction and maintain a record of all induction training.
- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- keep up to date with new developments in health & safety practices and legislation in relation to schools / academies / the education sector. Ensure that all staff are appropriately appraised and updated in respect of such developments.
- ensure those who receive delegated responsibilities are competent; their responsibilities are clearly defined and delegated appropriately, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such delegated duties.

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- evaluate the on-going need for health & safety training of staff, procure delivery and maintain a record of all such training undertaken by staff.
- provide staff with suitable personal protective equipment and ensure its correct use (where a risk assessment identifies it as required).
- ensure that all health & safety and related documentation is accessible in one location, e.g. Asbestos Register, Accident Book, Fire Alarm Log, Risk Assessments, CoSHH data, Training Records etc.
- together with school staff, assess and control the risks to health & safety of all persons from hazards within the school and any other school-related activities, wherever they are undertaken.
- ensure suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed at least annually or upon change of circumstances.
- ensure, for particularly high-risk activities, safe systems of work / method statements are put in place where identified as being required via a risk assessment process.
- ensure hazardous materials and substances are properly used, stored and disposed of and that adequate systems are in place for the management of asbestos (where relevant) and for the control of legionella.
- report any accidents / incidents / near misses as required under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- ensure that all accidents are recorded and that details of any RIDDOR reportable incidents are forwarded to the Estates Manager.
- undertake an accident / incident / near miss investigation, where appropriate, and implement actions required to eliminate / reduce the risks to the health & safety of people and buildings / equipment etc. Produce reports / statements required for any civil or criminal action that may arise.
- put in place and maintain adequate and appropriate emergency procedures in relation to first aid, fire, bomb or intruders / security etc. as well as an appropriate Critical Incident & Continuity Management Plan.
- ensure fire precautions and fire safety in the school are compliant with the requirements of Fire Regulations.
- ensure staff are competent to undertake the practical tasks required of them and have been provided with appropriate training by competent persons along with any equipment and other resources to enable their work to be undertaken safely.

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- ensure buildings, equipment, machinery, fixed and / or associated installations etc. provided for the school are suitable for their intended use, are correctly, properly and systematically checked, serviced, tested and maintained in accordance with good practice and legal compliance.
- ensure there is co-operation with the Trust in meeting its legal requirements and objectives in respect of monitoring of health & safety policy, practices, procedures and due diligence.
- ensure that a Health & Safety Policy & Procedures Manual is produced for approval / adoption by the Local Governing Body and that the document is regularly reviewed (and revised if necessary) on an annual basis. The Head Teacher shall bring any subsequent amendments to the attention of all staff and Governors.
- ensure that all staff co-operate with the Health & Safety Policy & Procedures Manual.
- ensure adequate levels of staff consultation and participation in relation to matters affecting their health, safety and welfare.
- ensure safe working arrangements are in place when contractors are working on the school premises. Head Teachers shall be available for liaison with contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons affected by the works.
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- fully co-operate with health & safety arrangements during larger building projects.
- actively monitor the performance of external contractors both generally and in relation to health & safety.
- bring to the attention of the Estates Manager any matters of health & safety that cannot be resolved or are of imminent danger to any person.
- provide requested information to the Estates Manager to enable completion of reports and plans as required.
- ensure that health & safety is a standing agenda item for all full Governors and management / staff meetings and ensure that information and advice on health & safety is acted upon and circulated to Governors and staff.
- continually monitor and review performance and progress in relation to the academies existing health & safety targets / priorities and carry out regular, formal audit inspections (at least annually but, ideally termly) of the school estate in conjunction with the Site Manager, appropriate representatives of staff, the Governing Body and Trade Unions.

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- provide an annual report on matters of health & safety to the Local Governing Body which confirms progress in relation to the academies existing health & safety targets / priorities and which identifies future targets / priorities along with allocated timescales
- delegate appropriate tasks to the school's Site Manager and other premises staff.

6. Members of the School Senior Leadership Team's Responsibilities

- Deputy and Assistant Head Teachers may be required to undertake any of the Head Teacher's duties which have been reasonably delegated to them which may include responsibility for health & safety management.
- Heads of Department / Faculty Leaders may be expected to oversee health & safety matters relating to their curriculum areas.
- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.

7. Site Manager's Responsibilities

Site Managers are responsible for day-to-day maintenance and other buildings / grounds issues. As such, they have a pivotal role in maintaining the health, safety and welfare of the school site and buildings and in fulfilling practical duties as delegated by the Head Teacher. In addition to any other duties delegated by the Head Teacher, Site Managers shall:

- ensure that any work that has health & safety implications is prioritised appropriately.
- proactively address any hazardous practices / issues and immediately report any concerns regarding unresolved hazards to their manager.
- ensure that all work under their control is undertaken in a safe manner.
- ensure that all cleaning staff are aware of safe working practices especially regarding reporting of hazards, the use of hazardous substance, manual handling and slips trips and falls.
- undertake health & safety training as required by the Trust and, as appropriate and necessary, cascade pertinent information to relevant staff.
- carry out and record a regime of regular checks and tests in terms of housekeeping, maintenance, statutory compliance, health & safety compliance, hazard-spotting, safety systems

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etc. and ensure that any and all remedial works borne out of those checks are actioned appropriately.

- liaise with, support and facilitate the activities of other staff / duty-holders in relation to health & safety.
- liaise with, support and facilitate the activities of external contractors carrying out work on the premises be it in relation to reactive maintenance, term maintenance contracts or larger projects.
- assist with the monitoring the performance of external contractors both generally and in relation to health & safety.

8. Estates Manager's Responsibilities

The Estates Manager shall:

- support all schools to be fully compliant with all current Health & Safety legislation pertaining to school premises.
- provide reports on health & safety and bring the details of any serious concerns to the attention of the Finance Director;
- develop health & safety strategy, internal policy, safe operating procedures, newsletters, bulletins and guidance documents that identify and take account of all relevant hazards and ensure legislative compliance across the Trust.
- provide competent, guidance and support on health, safety and welfare matters including providing advice on a range of specialist areas, e.g. fire regulations, hazardous substances, occupational diseases, noise, safeguarding machinery, risk assessment, CDM, PAT Testing etc.
- arrange and / or provide relevant health & safety training.
- carry out regular site inspections and audits of health & safety arrangements in order to provide academies with support, advice and guidance and to ensure policies and procedures are being properly implemented. Maintain records of inspection findings and produce reports that suggest improvements.
- make changes to working practices that ensure safety and legislative compliance.
- carry out risk assessments, consider how risks could be reduced and implement resultant control measures.
- monitor the safe disposal of hazardous substances, e.g. asbestos.

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- ensure that all health & safety related accidents / incidents / near misses are investigated and, if required under RIDDOR, ensure academies are reporting these to the HSE.
- record any accidents / incidents / near misses and produce statistics for the Finance Director and the Trust Board.
- ensure that schools carry out correct, proper and systematic checks, servicing, tests and maintenance, in accordance with good practice and legal compliance, of buildings, equipment, machinery, fixed and / or associated installations etc. provided for the school and that they are suitable for their intended use.
- ensure that contractors engaged to work at school sites are competent to undertake the work required of them and have adequate provision for health & safety - the Estates Manager will be responsible for ensuring Trust-wide compliance with CDM 2015 in relation to all construction projects.

9. Employee's Responsibilities

As employees, all members of staff have a duty in law to:

- work safely and responsibly and not interfere with anything provided to safeguard their Health & Safety;
- not put their own or any other person's health & safety at risk.
- co-operate with managers / leaders on health & safety matters.

Implementation of health & safety policy and procedures is a management responsibility but the co-operation of all employees is essential. All staff are encouraged to participate in improving health & safety by reporting all health & safety concerns to the Head Teacher and to foster safety consciousness and good practice amongst other employees and pupils. All staff employed by the Trust shall:

- ensure they are familiar with, and comply with, the health & safety policy, procedures and guidance issued by the Trust in order to ensure the maintenance of high standards of health & safety in all school premises and activities.
- take reasonable care for their health & safety at work and that of others who might be affected by their acts or omissions both within the academy and during off-site activities.
- report immediately, to the Head Teacher or to their line manager any serious or immediate danger of which they become aware.
- report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head Teacher or to their line manager.

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- ensure there is no misuse of anything that has been provided for health & safety purposes.
- use the correct equipment and tools for the job and any protective equipment that may be necessary.
- actively participate in, and cooperate with, the health & safety management process.
- encourage all pupils to follow safe practices and observe safety rules including:
 - following instructions issued by a member of staff especially in case of an emergency.
- Following safety and hygiene rules intended to protect the health & safety of themselves and others.
- not intentionally interfering with safety equipment, e.g., fire extinguishers and fire alarms.
- informing a member of staff of any situation, which may affect their safety or that of another pupil.

10. Arrangements and Procedures

Although overall accountability for health & safety lies with Trust, the Head Teacher is responsible for the day-to-day health & safety of staff and pupils in individual schools. The Head Teacher will then delegate some functions to other staff, in particular the School Business Managers / Site Managers / Supervisors / Caretakers etc. In order to deliver the health & safety policy and procedure and to comply with their responsibilities under this General Policy Statement, each school will approve their own Health & Safety Policy & Procedures Manual.

11. Monitoring, review and Audit

New schools: Health & Safety arrangements at all new schools (including existing schools joining the Trust) are reviewed prior to opening by the Estates Manager. Following this review, an action plan is produced for the Head Teacher to implement.

Existing schools: Health & safety arrangements at existing schools are monitored as follows:

- Daily – proactive, visual “housekeeping” checks by all staff to identify any potential health & safety issues. If identified, these should be reported immediately to the responsible manager or member of staff.
- Systematic - regular and scheduled checks, tests, servicing and maintenance of health & safety systems carried out by the Site Manager and / or contractors with frequency determined by legal compliance and practical (good practice) factors relevant to the nature of the system, e.g. annual PAT Testing, 5-yearly Periodic Inspection & Test of fixed electrical installations,

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weekly tests on fire alarm call points, annual cleaning of kitchen extraction hoods etc. Systematic maintenance and compliance requirements will be scheduled, recorded and monitored centrally.

- Ongoing - continual review by the Head Teacher of performance and progress against health & safety targets (both school-specific and Trust-wide).
- Annually (ideally termly) - formal audit inspection of estate by the Head with written report to the Governing Body.
- As required - audit of health & safety arrangements (including site inspections) by the Estates Manager or contractors appointed by him.

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