

Health and Safety Policy

This policy (and the procedure outlined within) applies across all partner schools in the Stephen Sutton Multi-Academy Trust (SSMAT). It is available on the SSMAT website and is accessible from our schools' websites.

POLICY APPROVAL and REVIEW

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Approval needed by: **Trust Finance, Audit and Risk Committee**

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1. Introduction / overview

- 1.1 This policy takes into account the Government's June 2013 guidance – '*Advice on legal duties and powers for local authorities, principal teachers, staff and governing bodies*'.
- 1.2 This document is Stephen Sutton Multi-Academy Trust's (SSMAT) overarching Health and Safety Policy, for implementation in each SSMAT partner school. School-specific procedures and local arrangements supplement this policy, in order to give clear guidance on how Health and Safety matters should be managed in the context of the circumstances and organizational arrangements of each institution. These are carried out to comply with the Trust's Policy, under the overall supervision of the Local Governing Body and Executive Headteacher.

2. Principles and aims

- 2.1 The Trust considers that the following key principles are of paramount importance to the management of Health and Safety across the Trust:
 - Health, safety and welfare are of integral importance to all activities
 - All reasonably practicable steps should be taken to provide safe and healthy conditions for students, staff and others who may be affected by these activities
 - Sensible and proportionate steps should be taken to ensure compliance with all relevant Health and Safety legislation
 - All staff and students should: co-operate in complying with all legal obligations; take reasonable care of their own health, safety and welfare; and have regard for the health, safety and welfare of others
 - The necessary information, instruction, supervision and training should be provided to all employees and students, as appropriate
 - Staff Health and Safety representatives should be actively supported, to enable them to carry out their duties effectively
 - Adequate resources should be provided to implement this Health and Safety Policy, including access to support from Health and Safety competent persons;
 - Arrangements for the management of Health and Safety must be put in writing and communicated to all colleagues; and
 - The Health and Safety Policy should be regularly reviewed to ensure that its aims are met and to modify the Policy to accommodate: the requirements of new legislation; lessons learnt from incidents; and other changing circumstances.

2.2 In conjunction with these principles, the following aims have been identified for SSMAT partner schools to implement in their settings:

- Risk assessments are carried out, as appropriate, that identify potential hazards and ensure (as far as is reasonably practicable) that suitable and sufficient standards of safety are employed
- All departments (and areas of management) have suitable Health and Safety procedures in place
- Comprehensive information, training and supervision is provided (as far as is reasonably practicable)
- Equipment is maintained properly and is not used, knowingly, when it may present any risk to the safety of staff, students, visitors or the public
- Arrangements for access to and from the school site are safe and without risks to health
- Arrangements are made for the safe storage, handling and transport of articles and substances
- There are up-to-date fire safety procedures and documentation and all staff and students (and, as far as is practicable, visitors) are familiar with them
- Safety awareness is developed among all employees and students and individuals' responsibility for Health and Safety is promoted amongst staff and students
- Health, safety and welfare of staff, students and members of the public is under continuous review by managers at all levels
- Sufficient safeguards are in place to ensure (as far as is reasonably practicable) the health, safety and welfare of anyone on the school site, or outside the school, when engaged in school business
- No work is carried out on site that is liable to expose staff, students, visitors, or members of the public, to hazards, unless suitable and sufficient assessment of the risks has taken place and necessary measures have been put in place
- A competent, and suitably trained, person oversees the implementation of the school's Health and Safety policies and procedures
- A member of the Local Governing Body is appointed as its Health and Safety representative
- Sufficient funds are provided for the operation of safe systems of work and for the training of relevant staff.

3. Responsibilities

3.1 The Trust Board

The Trust, as employer, has overall responsibility for Health and Safety throughout the Trust.

3.2 Trust Audit and Risk Committee

The Trust's Audit and Risk Committee has delegated responsibility for review, monitoring and evaluation of the Trust's Health and Safety Policy

3.3 Executive Headteacher

The Executive Headteacher is responsible for providing the Trust Board and Audit and Risk Committee with information on the implementation of the Health and Safety Policy and for providing advice and leadership, as required, in the management and review of Health and Safety across the Trust.

3.4 Local Governing Body (LGB)

Together with the Executive Headteacher, LGBs have overall responsibility for the localisation of the Trust's policies to their school. LGBs:

- ensure that local health and safety procedures are in line with this Health and Safety Policy, and that the policy and procedures are communicated effectively to all staff;
- set up, and maintain (where possible), a school Health and Safety Working Group, as prescribed by the Safety Representatives and Safety Working Group Regulations 1997 and the Health and Safety (Consultation with Employees) Regulations 1996;
- ensure that the Executive Headteacher takes into account the views and recommendations of the Health and Safety Working Group, where one is in existence;
- appoint a member of the LGB to be responsible for liaison on Health and Safety issues with the Executive Headteacher and staff and to sit on the Health and Safety Working Group, where one is in existence;
- ensure that a competent person is appointed as the Health and Safety Manager and ensure that they are appropriately trained;
- ensure that there is a system across the school through which appropriate risk assessments are carried out, recorded and reviewed;
- ensure that appropriate standards of welfare are established and maintained for staff, students and visitors;

- ensure that staff are trained in Health and Safety, as appropriate to their roles;
- provide adequate resources to enable the Health and Safety Policy to be implemented;
- agree and maintain contracts relating to Health and Safety and security;
- ensure that a system is in place that ensures that contractors, and persons hiring any part of the premises, are made aware of, and conform to, the Health and Safety Policy and procedures;
- monitor the implementation of Health and Safety procedures throughout the school, including receiving an annual status review from the Health and Safety Manager.

3.6 Designated member of the Local Governing Body for Health and Safety

Each school's LGB must appoint a designated member to check that the Trust's Health and Safety policy and procedures are in place and being correctly implemented. This member of the LGB is responsible for:

- liaising with the Executive Headteacher and, in particular, the Health and Safety Manager;
- ensuring that there is proper Health and Safety oversight of any dealings with contractors;
- participating in a site inspection, at least once a year;
- participating as a member of the Health and Safety Working Group;
- inspecting the accident/incidents logs on a termly basis; and
- reporting to the LGB at least once a term.

3.7 Executive Headteacher

The Executive Headteacher has responsibility for the oversight of the management and implementation of the Trust Policy, and of the school's procedures, reporting to the LGB. In particular, the Executive Headteacher is responsible for:

- the health, safety and welfare of staff, students, visitors and any others using the premises;
- ensuring safe working conditions, 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, related to Health and Safety, that affect them;
- implementing a Behaviour Policy that ensures, as far as is reasonably practicable, the health and safety of students on site and when engaged in school activities off site;
- ensuring that there is a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- arranging for appropriate supervision of students throughout the day;
- ensuring that the health and safety training needs of all staff and students are identified, and appropriate training provided;
- encouraging staff, students and others to promote Health and Safety and to suggest ways of reducing risks;
- ensuring that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- delegating, to the Health and Safety Manager, the day-to-day implementation of the Policy;
- ensuring that parents are kept informed of Health and Safety issues and enlisting their support, as appropriate;
- keeping the Local Governing Body informed of the implementation of the Policy, and about changes to the law / guidance documents.

3.8 Health and Safety Manager (HSM)

Each school appoints a Health and Safety Manager (HSM) for their site, who is a 'competent person'. A 'competent person' is responsible for advising the Executive Headteacher and other senior / team leaders regarding the discharge of their responsibilities, under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and all other Health and Safety legislation. This person is also responsible for liaising with local Health and Safety Officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive and Fire Officers.)

The Trust's policy is that, as a minimum requirement, the HSM (as 'competent person') holds the Institute of Occupational Safety and Health (IOSH) Working Safely qualification. It is preferable (though not mandatory) that they also hold an IOSH Managing Safely qualification as well.

The HSM is responsible for:

- managing, coordinating and monitoring Health and Safety within the school;
- reporting to the Executive Headteacher on Health and Safety issues;
- participating in the work of the school's Health and Safety Working Group;
- liaising with the member of the LGB with Health and Safety responsibility;
- maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or student welfare;
- ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- liaising with any contractors, ensuring that they are aware of the Policy and any relevant procedures; and making reports to the Executive Headteacher on the progress of the contractual requirements;
- advising on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Academy);
- engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action (often through, or in consultation with, the TBM);
- meeting with staff Health and Safety representatives, as required;
- ensuring that teaching, administrative, catering, and ancillary staff are aware of, and understand, the aspects of the Health and Safety Policy and school procedures that affect them;
- 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 school's Fire Safety / Evacuation Procedure;
- putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy, as appropriate; and
- (in consultation and collaboration with the TBM) compiling termly progress reports and an annual Health, Safety and Security Status Review.

3.9 School Health and Safety Working Group

Where possible, the school establishes a Health and Safety Working Group, which comprises: the Trust Business Manager, the Executive Headteacher (or other nominated senior leader), the Health and Safety Manager and the nominated local governor for Health and Safety. Trade unions are also (collectively) invited to select a colleague to join this group.

The Group meets termly and reports to the Executive Headteacher, who (in turn) reports to the LGB. As appropriate, meetings of the Group may include a site tour. The Group:

- makes, and reviews, specific health, safety, welfare and security arrangements;
- considers accident, incident and ill-health data;
- consider reports of any internal and external inspections;
- consider risk assessment practice;
- make recommendations on health and safety training;
- considers the efficiency of emergency procedures;
- considers the potential impact of changes of any kind that affect health and safety;
- receives and considers an annual Health & Safety Quality Assurance Review from the Health and Safety Manager and determines any necessary response; and
- considers any other items raised by the senior leadership team or staff representatives and reports, as required to the Headteacher, the LGB and the Trust Board.

3.10 Staff Safety Representative

Staff Health and Safety Representatives (and/or trade union representatives):

- investigate complaints by colleagues that relate to that employee's health and safety or welfare at work;
- make representations to the Executive Headteacher and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate in the work of the school's Health and Safety Working Group;
- are entitled to reasonable paid time off to carry out their functions and to receive health and safety training.

None of the above functions impose any legal duty or liability whatsoever on that person.

3.11 Head of Department / Team Leader

Heads of Department are responsible for Health and Safety matters within their areas and for reporting and concerns to the school's Health and Safety Manager. In discharging this responsibility they:

- familiarise themselves with the Health and Safety Policy, relevant school procedures and all regulations and codes of practice relevant to the work in their areas of responsibility;
- participate, as required, in the work of the school's Health and Safety Working Group;
- use the Health and Safety management system to record completion of the relevant tasks;
- as appropriate (i.e. as directed by the HSM), regularly review the team / departmental Health and Safety procedures, providing an appropriate framework for safe methods of work in the area;
- ensure that the Behaviour Policy is implemented within the Department, as appropriate;
- apply effectively all relevant Health and Safety regulations, rules, policies, procedures and codes of practice;
- instruct all staff, students and others (under their jurisdiction) in safe working practices;
- carry out regular safety inspections of their areas and keep records of those inspections;
- ensure that risk assessments are carried out on any potential hazards and ensure that effective measures are taken to control those risks;
- as appropriate, ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- as appropriate, make available protective clothing and equipment, first aid and fire appliances;
- ensure that all departmental staff and students in their areas know the emergency evacuation procedures;

- as appropriate, ensure that toxic hazardous and highly flammable substances are correctly used, stored and labelled;
- report any Health and Safety concerns to the HSM; and
- assist the HSM in the completion of the school's Health & Safety Quality Assurance Review

3.12 Site staff

The site staff are responsible to the HSM for:

- implementing the Policy and school procedures, in their areas of work;
- arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- taking appropriate action, where necessary, to prevent injury to others, who might otherwise be exposed to unnecessary dangers, e.g. by erecting barriers around open manhole covers;
- ensuring that visitors / contractors on site are adequately supervised; and
- working in accordance with safe working practice guidelines.

3.13 Catering Supervisor (including where this person is not in the direct employment of the Trust/school)

The Catering Supervisor is responsible for:

- implementing the Policy and relevant school procedures;
- supervising and training staff in safe working practices, including the evacuation procedure;
- applying the appropriate isolation procedures, in the event of fire and emergency evacuation of kitchen and dining room areas;
- carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- recording results of the monitoring and review of procedures;
- ensuring that all catering staff have opportunities to raise concerns about Health and Safety issues; and
- assisting the HSM in the completion of the Health & Safety Quality Assurance Review.

3.14 All colleagues

All colleagues are expected to play their part in ensuring the health and safety of all staff, students and visitors, as is their duty under the Health and Safety at Work Act (1974). All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;
- know and understand the Health and Safety Policy and all relevant school and departmental/team procedures that are related to Health and Safety matters;
- report (through the school's reporting system) all accidents, incidents or near misses that have led, or may lead to, illness, harm or damage;
- observe all Health and Safety rules and procedures, use all Health and Safety equipment provided, as appropriate;
- participate in assessing risks and managing identified risks;
- follow all relevant codes of safe working practice and local rules;
- alert the HSM and Head of Department / Team Leader of potential hazards and unsafe working practices;
- ensure that students' behave in accordance with the school's Behaviour Policy;
- report any concerns about the health, safety and welfare of any student, in line with the Trust's Safeguarding Policy;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- ensure that they are familiar with the school's procedures for fire drills and emergency evacuation procedures. (Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work);
- participate in any relevant paid training; and

Colleagues are encouraged to raise Health and Safety issues of concern at any time and are entitled, and encouraged, to elect a staff representative to participate in the Health and Safety Working Group and to raise health and safety issues with the Executive Headteacher and/or the HSM, on behalf of the staff. Colleagues who are members of recognised trade unions are entitled to raise concerns with their union representatives, who are able to discuss these with the HSM or Headteacher, as appropriate.

Colleagues are also expected, as required, 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.

3.15 Students

Students play an important role in the health, safety and welfare of the school community and are encouraged to raise concerns and discuss Health and Safety issues at Student Council meetings. Students are expected to:

- follow school rules and procedures;
- use equipment only where explicit permission has been given and they have undertaken appropriate training;
- report any issues of concern (e.g. potential hazards identified) to the person leading the activity or, without delay, to a senior member of staff.

3.16 Parents

Parents are asked to bring to the attention of the Executive Headteacher any issue related to Health and Safety that causes them concern. They can expect a swift response and for their concern to be investigated and taken seriously. They can also expect to be informed of the outcome of the investigation and of any changes that have resulted from their communication.

Parents may be consulted on those issues, where they may be expected to have views, e.g. issues related to security, safeguarding and road safety. The Executive Headteacher decides when, and how, to consult with parents, in consultation with the LGB, as appropriate.

4. Risk assessment

- 4.1 All members of staff in charge of a departmental 'Safety Area' are responsible for ensuring that risks are identified and appropriate assessments and control measures are taken. In order to do so, members of staff must be competent to carry out appropriate risk assessments. The Executive Headteacher is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent, (or supported by a suitably qualified or competent person). As appropriate, this task may be delegated to the HSM. Completed risk assessments must be sent to the HSM and retained by relevant

staff.

- 4.2 Risk assessments are reviewed regularly (at least once a year), in accordance with DfE guidance, and include a review of the effectiveness of control measures.
- 4.3 The HSM ensures that suitable and sufficient risk assessments are carried out, determining which can be done locally and which are carried out by other agencies. Where another agency writes a risk assessment, the HSM, in consultation with the Headteacher (as required) must ensure that the risk assessment is adequate and appropriate. The school is responsible for the quality of all risk assessments relating to the staff and students of the school, regardless of whether, or not, they have been written by an external agency.
- 4.4 For a standard lesson, a written risk assessment is only required where there are clear, identifiable risks and/or when something out of the ordinary is planned. Where the Executive Headteacher (generally through the agency of the HSM) determines that a risk assessment must be carried out, the HSM ensures that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable, where no significant risks are identified.
- 4.5 Some activities, especially those happening away from school, involve higher levels of risk. Where these are annual, or infrequent, activities, a review of an existing assessment may be all that is needed. Where a new activity is planned, a specific assessment of significant risks must be carried out. The Executive Headteacher (generally through the agency of the HSM or, where separate, the Educational Visits Coordinator) ensures that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out, the significant findings of the assessment are recorded. (For educational trips and visits, this is carried out using the EVOLVE school visits system.)

5. Security

- 5.1 All staff, and other persons on site, must take note of the requirements of the school's security procedures and adhere to them at all times. The security arrangements cover:
 - control of visitors to the school;
 - keys, fobs and codes;
 - out-of-bounds areas;
 - dealing with trespassers;
 - security of colleagues' and students' personal property;
 - vehicles and cycles;
 - movement around the site and buildings;
 - transport and pedestrians arriving at the school at the beginning and end of

the school day;

- lone working arrangements
- roles and responsibilities

6. Health and Safety management arrangements

- 6.1 Each HSM is responsible for the use of the Health and Safety Management System, and makes regular reports to the Governing Body and Headteacher on progress through the annual cycle of health and safety management.
- 6.2 Colleagues with Health and Safety responsibilities complete the tasks assigned to them and record completion in a timely fashion and in the manner laid down by the school.
- 6.3 The Executive Headteacher and HSM review individual responsibilities and ensure, on an ongoing basis, that there is appropriate training, compliance and documentation.
- 6.4 The Trust's Finance, Audit and Risk Committee receives regular reports on the implementation of its health and safety policies and procedures.

7. Training

- 7.1 The Trust aims to ensure that all colleagues have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.
- 7.2 All employees, whether permanent or temporary undergo induction training, which includes the following health & safety matters:
 - fire drill, safe evacuation, 'lock down' and bomb alert arrangements;
 - first aid arrangements;
 - accident reporting;
 - Codes of Safe Practice and Guidance;
 - specific hazards/responsibilities associated with work activity;
 - special needs of students, including students with disabilities;
 - 'EVOLVE' system for organizing trips and visits.

Further training needs are considered when colleagues take on new responsibilities, or when there is a change in the work equipment or systems of work in use.

- 7.3 The HSM liaises with the relevant manager and staff to identify the appropriate Health and Safety training needs. Staff who feel that they have a need for Health and Safety training of any kind should notify the HSM.

7.4 The Executive Headteacher, or nominated senior leader, maintains records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. Where certificates of competence are required for potentially hazardous activities, e.g. woodworking machinery, swimming etc., heads of department / team leaders are responsible for:

- checking the validity of certificates;
- arranging refresher training, when necessary; and
- keeping the HSM informed of all relevant activity and any support required.

8. Measuring Health and Safety performance and the Health & Safety Quality Assurance Review

8.1 Schools carry out annual audits and 'ad hoc' quality assurance checks to ensure that staff are managing their responsibilities for Health and Safety in their areas. The schools' annual audits and quality assurance checks ensure that the following are carried out appropriately:

- site inspections;
- risk assessments and the subsequent control measures that are identified;
- actions resulting from external reviews/investigations;
- regular reviews of accidents, incidents and near misses and use of the information and experience gained from these reviews;
- a system of reviewing and developing improvement plans related to Health and Safety; and
- the sharing of experiences, findings and good practice.

8.3 The Executive Headteacher and HSM ensure that copies of the completed Health & Safety Quality Assurance Review are provided to the school's Health and Safety Working Group and that the annual summary is considered by the Governing Body.

9. Equal Opportunities

9.1 SSMAT's Equal Opportunities Policy is taken into account when making, reviewing and implementing this Policy,

9.2 In particular, schools ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, students and visitors to use the school's facilities and access the curriculum, as far as is reasonably practicable. The school's Accessibility Plan is kept under review and implemented, in order to ensure safe access for disabled staff, students and visitors.

10. Consequences and Discipline

- 10.1 Failure to adhere to the Trust's Health and Safety Policy may be considered a disciplinary offence, as it may place the health, safety and well-being of colleagues, students and visitors at risk.

Stuart Jones / Sharon Thorp; Oct. '21