

Health & Safety Policy – Trust Level

“Safeguarding”

2	Statutory and required – centrally provided template for adoption without amendment: these are policies which it is statutory for schools to have.
----------	---

Policy Reference:	ODST.003
Description:	This document shows how the Academy Trust deals with health & safety at the Academy Trust level. Each academy within the Trust will also have a site specific Health & Safety Policy based on the model
Status:	Statutory Policy
Policy Audience:	Schools, Staff
Academy Trust:	Chief Executive
Other related ODST policies and procedures:	School’s H&S Policy, risk assessments and procedures
Governor Committee:	Finance, Local Governing Body
Approved by the Board of Directors on:	October 2017
Latest Date for Next Review:	October 2020
Version + Schedule of Amendments:	V.01 – 31/08/2017
Signed:	
Date of Signature:	

In reviewing this policy the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

DRAFT

Health and Safety Policy

As the employer of staff, the Oxford Diocesan Schools Trust (ODST) has overall responsibility for the health, safety and welfare of staff and students in its academies. The Trust recognises its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way, to achieve ongoing improved standards and safe methods of work thereby ensuring a safe and secure environment for students, staff and visitors. The policy applies to all academies within the Trust and to all sites and locations. The Trust will comply with the requirements of Health and Safety legislation.

This policy reflects the Trust's commitment to ensuring that Health and Safety is paramount to the business of the Trust and that effective Health and Safety actively contributes to the successful education of all our students.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, ODST will ensure that appropriate processes are put in place at Trust level.

Although overall accountability for health and safety lies with the Trust, day-to-day responsibility for the health and safety of staff and students in individual academies is delegated to the Headteacher, who in turn will delegate particular functions to other staff, in particular the Premises Manager.

The local governing bodies of academies within the Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Management Team of the academy and relevant staff of the Trust to support good health and safety management.

1. Roles and responsibilities for health and safety:

Trustees:

The Board of Trustees will have ultimate responsibility for all aspects of Health and Safety at work. The scrutiny of Health and Safety records, risk assessments may be delegated to Senior Leadership at the Trust.

Chief Executive

The Chief Executive is responsible for the effective implementation of the Health and Safety policy and for encouraging staff through regular monitoring to implement Health and Safety arrangements.

Chief Operating Officer

The Chief Operating Officer is adviser to the Trustee Directors and Senior Leadership on health, safety and welfare across the Trust. He or she will also advise all personnel on their individual responsibilities with regard to Health and Safety at work.

Headteachers

All Headteachers are responsible for ensuring that the day to day requirements regarding Health and Safety at work are met on their site. Where any new process or operation or substance is introduced into the area of their responsibility, they are to liaise with the ODST Chief Operating officer, and any outsourced Health and Safety provider, so that the associated risks are assessed and any precautions deemed necessary are implemented.

Employees (All)

The responsibility of applying safety procedures on a day to day basis rests with all employees. All employees must take reasonable care for their health, safety and security at work, and that of other persons who might be affected by their acts or omissions at work. They should maintain a reasonable awareness of Health and Safety at all times and have ongoing responsibility for the immediate reporting of any actual or perceived Health, Safety and Security problems. They must report immediately, or as soon as practicable, any defects noted with equipment, machinery or generally in the workplace. All accidents, near misses, ill health or dangerous occurrence must be reported. Employees are expected to cooperate with management in investigating such accidents or incidents.

DRAFT

MODEL HEALTH AND SAFETY POLICY FOR ACADEMIES

NAME OF ACADEMY: _____

1. General Statement of Intent

The Governing Body of (... *Academy name*...) undertakes to meet fully its responsibilities under the Health and Safety at Work Act 1974 to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

ORGANISATION

2.1 Responsibilities of the Governing Body

The Governing Body will ensure that:

- a) The Headteacher produces a school health and safety policy for the academy for approval and adoption by the governing body.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular safety inspections are undertaken.
- e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f) Health and safety is a standing item on all agendas.
- g) An annual health and safety report is published. Trust level?
- h) A positive health and safety culture is established and maintained.

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for day to day overall management of health and safety in the academy.

The Headteacher will ensure that:

- a) A health and safety policy is produced for approval by the Governing Body and that the policy is regularly reviewed and revised as necessary, at least every two years.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c) For high risk activities, safe systems of work are identified via a suitable and sufficient risk assessment that is dated and signed.
- d) Information and advice on health and safety is acted upon and circulated to staff and governors.
- e) Regular inspections are carried with reports submitted to the Governing Body and Trust.
- f) An annual report is provided to Governing Body. OCC monitoring report?
- g) There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k) There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
- l) Appropriate tasks are delegated to the Academy's Premises Manager and other premises staff.

2.3 Responsibilities of Senior Managers

- a) Deputy and assistant Headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Deputy and assistant Headteachers may be expected to oversee health and safety matters relating to their curriculum areas.

2.4 Responsibilities of the Premises Manager¹

The Premises Manager will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and recording of maintenance of electrical equipment, including portable equipment, takes place .
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.

¹ In some academies this position may be known as Facilities Manager or Caretaker

- i) Regular recorded inspections of the premises take place, with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.

2.5 Responsibilities of all Employees

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

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

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Headteacher or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager.
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.

2.6 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students or staff.

ARRANGEMENTS

3.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. XXXXX Academy will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. XXXXX Academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union	Name of health and safety representative
--------------------	---

(Insert details)

3.2 Health and Safety Committee

The academy may establish a safety committee to enable management and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace. Academy recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

3.3 Health and Safety Policies and Procedures

The academy will adopt the Academy Trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas.

Reporting of Incidents/Accidents/Abuse
Asbestos management (where applicable)
Contractors on site
Off-site activities
School security
Slips and trips
Vehicle movements
Fire safety
Electrical safety
Minibus safety (where applicable)
ICT use
First aid
Lifting/handling
Infectious diseases
Severe weather
Administration of medicines
Critical incidents
Lone working
Dignity at Work
Stress management
Water safety/legionella
Working at Height
Driving at work
Chemical Safety (COSHH)
Hygiene Standards
Commissioning and Monitoring of Contractors

ARRANGEMENTS IN PLACE SUPPORTING THE HEALTH, SAFETY & SECURITY POLICY

The following arrangements have either been established through risk assessment at Trust level, or are national standards. Each Faculty/Area will produce a risk assessment specific to their area.

ACCIDENT/INCIDENT RECORDING/REPORTING

Any accident or injury is to be reported in accordance with the Trust's accident reporting procedures to the Chief Operating Officer by the person involved in the accident or by the direct line manager. All significant accidents or incidents that are considered to be dangerous and near miss situations are to be reported. An immediate investigation into the incident must occur in order to identify the cause of the accident and the measures taken to prevent a reoccurrence.

NON SMOKING

Smoking is not permitted on any part of the Trust premises or grounds.

ASBESTOS

The Academy Asbestos Management Plan (AMP) is kept by the Chief Operating Officer and any major works planned and any work involving access to roof voids, demolition or drilling into the ceilings/floors/walls, must be approved in advance to ensure asbestos is not likely to be disturbed. All staff are advised that asbestos containing materials (ACMs) across the Trust premises are not always labelled and that they should not pin, drill or otherwise potentially damage walls, ceilings, floors, etc. Staff are advised to assume that asbestos is present if in any doubt.

CONTRACTORS ON SITE

It is the responsibility of contractors to read and comply with the Trust's Health & Safety policy and Health and Safety procedures. Contractors working on site are required to comply with the working rules as issued by the Trust. Any breach of these rules is to be reported to the Resource Director.

FIRST AID

The Trust will meet the basic recommendation for first aiders, and will promote basic awareness of first aid to all staff. The Chief Operating Officer will hold a list of all qualified first aiders and monitor their training needs as and when required.

FIRST AID BOXES/MATERIALS

First aid boxes are kept on site and these only contain approved materials. The boxes are available for first aid use for staff/students/visitors on site.

GENERAL MAINTENANCE

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above, the following maintenance arrangements have been made.

a) ELECTRICAL INSTALLATION

The fixed electrical installation will be tested by electrical maintenance contractors as required by the Electricity at Work Legislation.

b) PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment is to be visually checked by staff before use, and if any defects are noted the item is to be put out of use and reported immediately to the Resource Director. In addition, the portable electrical equipment is subject to an annual check in line with Legislation.

c) **FACULTY SPECIFIC EQUIPMENT**

This will be checked as highlighted in the Faculty Risk Assessment.

d) **DEFECTIVE EQUIPMENT AND TOOLS**

All defects found in hand tools, power tools or any other equipment must be reported to the line manager who in turn will report to the Chief Operating Officer. The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until repair has been affected.

COMPUTER WORKSTATION ASSESMENTS

The Trust will ensure that all other DSE Regulations are met. If staff have any questions on DSE, they should initially speak to their line manager, who will refer the matter to the Chief Operating Officer if unable to resolve it.

FIRE

A fire risk assessment has been undertaken in line with the requirements of the Regulatory Reform (Fire Safety) Order and this identified the physical fire precautions in the Academy, the measures to prevent fires starting, and the measures to ensure everyone can escape from the building in the event of a fire. Fire evacuation procedures have been circulated to all staff, are displayed in Main Reception for visitors to consult, and notices are displayed in all teaching rooms on what to do in the event of a fire. Fire drills take place each term, and fire fighting equipment is regularly maintained.

HAZARDOUS SUBSTANCES

Specific Faculty areas (e.g. Science and D&T) and cleaning and catering will keep records of risk assessments, COSHH assessments, CLEAPSS documentation, and copies will be held centrally by the Chief Operating Officer. If staff have any questions on hazardous substances these should be raised with line.

MANUAL HANDLING

Personnel or students are not to lift, drag, push or carry heavy or awkward loads unless training has been undertaken and risk assessments carried out.

SECURITY

Trust sites are regularly reviewed in terms of security and the Trust endeavours to constantly monitor and review security measures in order to provide a safe and secure environment for students, staff, visitors and contractors on site. Staff are encouraged to report any issues or concerns to the Chief Operating Officer.

WATER ASSESSMENT AND CONTROL

Measures are in place for the regular monitoring and recording of hot and cold water systems to manage the risk of legionnaires disease. A Water Hygiene Risk Assessment will be carried out every two years in accordance with L8 legionnaires' disease. The control of legionella bacteria in water systems, approved code of Practice and guidance on regulation

WORK AT HEIGHT

Work at height legislation identifies work at height as any work where someone or something can fall a distance likely to cause injury (e.g. putting up displays). Staff should not carry out such activities unless training has been undertaken and an appropriate risk assessment carried out.

DRAFT

TRANSPORT

The Trust has adopted the following guidelines for the transport of pupils:

- Staffs that use their own cars to transport students/equipment during the working day must ensure that they are adequately insured e.g. business use.
- Only staff with a council approved certificate are allowed to drive the minibus with students on board, and must ensure they follow the relevant minibus procedures.

OUT OF ACADEMY VISITS

All personnel that arrange or actively participate in Academy visits or out of Academy activities must follow the Trust and/or Academy's procedures.

VISITORS

It is the duty of all personnel within the Trust to ensure the Health and Safety of all visitors. Visitors should not be allowed to enter work areas unaccompanied.

CCTV

The cameras in use are static and the purposes for which the CCTV system is used are:

- Security
- Monitoring of Behaviour

The responsibility for overseeing the system and procedures is held by the Chief Operating Officer. Signs are displayed at all receptions notifying visitors of the presence of CCTV cameras. The images that are taken are held in a secure location and can only be accessed by authorised personnel. Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is 30 days. Any footage that is over this period is destroyed by over-writing. Images will not normally be released to third parties unless required by legislation or a request by police. Any images released under the auspices of a Subject Access request will first ensure that the identity of other parties other than the party making the request are anonymised. The Trust would normally charge for this service. Where images are required by the policy the Trust will ensure the request is in writing.