



Health and Safety Policy

2021 / 2022

Statement of Local Health and Safety Intent

Elston Hall Primary Multi-Academy Trust

Good health and safety management is an integral part of the operation of Elston Hall Multi-Academy Trust, our Local Governing Boards, Employees, Partners and all other people with whom we do business.

The Trust will ensure compliance with minimum legal standards/approved codes of practice, along with health and safety guidance provided by other agencies, where relevant. Wherever possible and where statutory standards and requirements are not in place the Trust will meet best practice standards.

- ❖ Ensure relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to all our schools.
- ❖ Review with the Directors all progress against our plans and take appropriate action.
- ❖ Provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all school staff.
- ❖ Monitor accident trends throughout the schools to further inform the health and safety aspects of the school improvement plan.
- ❖ Monitor our performance against plans.

Head Teacher:

Chair of Directors:

Date:

Date:

Elston Hall Multi-Academy Trust Health and Safety Policy

Good health and safety management will be an integral part of the operation of the school, the Directors, Executive/Associate Head Teacher and Heads of School/Deputy Head Teachers, employees, partners and all other people with whom we do business.

Our Trust will ensure compliance with minimum legal standards/approved codes of practice. Wherever possible and where statutory standards and requirements are not in place the schools will meet best practice standards.

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management systems.

The contents include a list of our local procedures for this school and the document control system we use.

The Aim of The Policy is to:

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

Directors of Elston Hall Multi-Academy Trust

- The production of a Health and Safety Policy, to be reviewed as required.
- Ensuring that the requirements of health and safety legislation are met, that health and safety standards are met, where relevant, and to promote best practice.
- Ensuring that the school budgets are managed on a risk priority basis, so that health, safety and welfare is maintained.
- Ensuring that effective health and safety planning and target setting takes place within each school and that regular monitoring, audit and review of health and safety performance is undertaken.
- Ensuring that the health and safety functions and duties of all staff are discharged in line with this policy.
- Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations.
- Ensuring effective communication with the Executive/Associate Head Teacher, Heads of Schools/ Deputy Head Teachers, staff, parents and pupils in respect of health and safety matters.
- Ensuring that the Local Governing Boards and Executive/Associate Head Teacher recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc) and the means of effectively liaising with them.
- Ensuring that adequate resources are made available to ensure effective health and safety management.

- Regular safety reports are provided to the Local Governing Board so that safety arrangements can be monitored and evaluated.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, Directors/Executive Head Teacher will delegate the functions necessary to discharge these responsibilities to the Heads of School/Deputy Head Teachers, Trust Business Manager and Site Supervisors of each school, however they will ensure that they have adequate monitoring of these functions in place.

Executive Head Teacher:

The Trust Board have placed responsibility on the Executive Head Teacher to achieve the objectives of the health and safety policy. The Executive Head Teacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Heads of School/Deputy Head Teachers and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

The Executive Head Teacher will ensure that:

Manage the schools' budgets on a risk priority basis, so that health, safety and welfare are maintained.

Provide an effective risk assessment process which:

- Eliminates accident potential as far as is reasonably practicable.
- Regularly reviews and updates risk assessments as appropriate, including post-accident risk assessments.
- Conforms to statutory regulations, codes of practice and guidance and to best practice.
- Takes account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language.
- Pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks.
- Ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported.
- Carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- Provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control.
- Ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities.
- Ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.
- Ensure that health and safety responsibilities are identified within job descriptions, as required.
- Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.
- Consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work may be dealt with.
- Arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.

- Ensure that governors are informed of any breach of health and safety statutory requirements which cannot be effectively dealt with.
- Ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term.
- Implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk.
- Ensure that all welfare facilities are provided and maintained to an appropriate standard.
- Ensure that this policy is communicated to all employees, Governors and others operating at the school sites.

Senior Leadership Team

The senior leadership team (SLT) will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Executive Head Teacher.

Heads of School / Deputy Head Teachers and any other member of staff with supervisory responsibilities will:

- Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- Ensure that health and safety is considered in routine meetings with staff.
- Identify any employee health and safety training needs and ensure that these are communicated to the Executive Head Teacher.
- Ensure that any new staff receive specific health and safety induction training and record that this has been done.
- Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety.
- Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Executive Head Teacher.
- Ensure that the Executive Head Teacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them.
- Ensure that all defective equipment or plant is taken out of use or disabled until repaired or replaced.
- Ensure that protective clothing or equipment is issued and used when necessary.
- Ensure that all areas of work are maintained to a high standard of housekeeping.
- Respond appropriately to all hazards brought to their attention by employees.
- Undertake appropriate health and safety training courses.

Educational Visits Coordinator (EVC)

Follow guidance provided where full responsibilities are outlined:

- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertaking the functions outlined in the DFE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits.

Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Head Teacher:

- To follow safe working procedures personally.

- To ensure the safety of pupils in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards, etc, where necessary and ensure they are used.
- To make recommendations to the Head Teacher regarding the safety of equipment or tools, in particular any equipment or machinery which may be potentially dangerous.
- To be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

Employees General Responsibilities

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment to his/her supervisor or other appropriate person, i.e., safety representative.
- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

Arrangements for Health and Safety

(See local arrangements section)

Document Control

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Heads of School.

Co-operation

Local systems and documentation will be implemented following consultation through our school's health and safety briefings and/or SLT meetings.

Communication

Local systems and documentation will be held electronically on the school's learning platforms and in a hard copy format which will be made accessible to staff members.

Competence

The schools have competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning & Prioritising (Setting Standards)

Setting Health & Safety Objectives

The Governors and the Executive/Associate Head Teacher and Heads of School / Deputy Head Teachers will specifically review progress of health and safety objectives at the Governing Body meetings each term. This may be included as part of the Head of School / Deputy Head Teacher's report to Governors. Where necessary health and safety improvements will be identified and included within the school action plan.

Provision of an effective Health and Safety Training Strategy/Plan

The Head of School/ Deputy Head Teacher and/or Trust Business Manager will produce a Health and Safety Training Plan on an annual basis. The Training Plan will be submitted to Governors for approval.

Specialist Advice and Support

Specialist advice and support will be obtained as required.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include.

- ◆ Line management meetings and staff meetings at site.
- ◆ Provision of information relating to safe systems of work and risk assessments.
- ◆ Communication of advice from Schools Advisors and Educational Officers.
- ◆ Communication of health and safety bulletins or information from others.
- ◆ Communication of advice, guidance and policies.
- ◆ Communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Risk assessments

Job and specific risk assessments will be carried out by staff within the school in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Financial Resources

The Directors will review each school's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

Local Arrangements

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school (see local arrangements section).

Measuring H&S Performance

Active Monitoring

The school leadership teams will oversee active monitoring to include workplace inspections in accordance with their local arrangement for this.

The school will receive monitoring inspections from the following:

- OFSTED
- Health and Safety Organisations
- Elite Safety in Education

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Reactive Monitoring

The school leadership teams will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to our Directors.

Accidents/Incidents

The Heads of Schools/Deputy Head Teachers will ensure that accidents and incidents are reported and monitored in line with the Guidance and Procedures. Following incidents where a pupil is taken directly to hospital, taken home, is absent from school or when an incident occurs to staff, pupils, members of the public etc.,

which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of Elite Safety in Education or other specialist for further advice. Appropriate remedial actions will be taken.

Reviewing Health and Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by the school leadership team termly and reported to Directors accordingly.

Third Party Monitoring - Auditing/Inspecting Health and Safety Performance

The schools will be subject to third party inspection and monitoring, as follows:

- ◆ Ofsted
- ◆ Health and Safety Audit

Actions arising from third party audit/inspection will be incorporated within the schools' action plans with appropriate target dates for completion.