



# Health & Safety Policy

Inspire Education Trust

September 2017

Review Date: September 2019



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## INTRODUCTION

The Inspire Education Trust's Health and Safety Policy Document details the Multi Academy Trust's (MAT) commitment to effective and successful health and safety management. It contains a statement of intent, together with organisation, details of the arrangements and monitoring systems for Health and Safety management.

It is available at the following locations:

- Individual school websites;
- Directors/Trustees website;
- School Sharepoint drives.

The Inspire Education Trust Health and Safety Policy is central to an understanding that health and safety and the concept of sensible risk management must feature prominently in all aspects of the operation of the MAT in order to ensure compliance with the health and safety legislation.

In addition, Ofsted requires schools to hold various other documents relating to health and safety.

This policy will ensure compliance with relevant Health & Safety legislation and Ofsted and EYFS requirements by establishing clearly defined roles, responsibilities and arrangements at both a strategic and a local level.

There are five parts to this Policy:-

1	<b>Aim, objective and statement</b> A declaration of intent by the Directors/ Trustees and Executive Principal
2	<b>Organisation</b> The management structure and defining of roles and responsibilities
3	<b>Arrangements</b> The procedures and systems necessary for implementing the Policy.
4	<b>Monitoring</b> The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	<b>Appendices and links</b> Associated documents, procedures and risk assessments detailing the arrangements

## **POLICY AIM, OBJECTIVE AND STATEMENT**

### **Policy Aim**

To be a Multi Academy Trust where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all academy staff, agency staff, peripatetic staff, volunteers, pupils, partners and any other stakeholders who may be affected by our work activities.

### **Policy Objectives**

- to conduct all our activities safely and in compliance with legislative standards;
- to provide safe working and learning conditions;
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them;
- to be an organisation that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare;
- to promote the principles of sensible risk management which enable innovation and learning;
- to provide the relevant H&S training.

### **Policy Statement**

Inspire Education Trust recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and all other stakeholders that may be affected by its activities.

Inspire Education Trust will adopt health and safety arrangements in line with its Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and associated guidance and codes of practice.

Good health and safety management will be an integral part of the way that all its schools operates and will be considered across all work activities and across the wide range of educational activities delivered.

Inspire Education Trust will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by employing a competent Health & Safety Advisor, and where appropriate, seeking specialist, technical advice from external competent persons.

Inspire Education Trust will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards;

- Promote and provide health and safety training for all employees to ensure competence and awareness;
- Develop and communicate information to staff and partners on sensible risk management and safe working practices;
- Require all employees, and encourage and support all pupils to show a proper personal concern for their own safety, and for that of the people around them through both management example and joint consultation within the delivery of the curriculum and through pastoral care;
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Inspire Education Trust will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks;
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level;
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics;
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the Governing Body, senior leadership team and other supervising staff members;
- Provision of information, instruction, training and protective equipment to staff (and pupils where required);
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Inspire Education Trust that this policy statement and its implications are understood and acted upon by all staff, directors, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented.

Copies of the policy will be issued to all staff, Governors and Directors/Trustees and will be available from Office Managers with the master copy held by The Academy Business Manager on behalf of the Executive Principal and Directors/Trustees.

Signed:



Kim Docking  
Executive Principal  
Date: 11/10/2017



Lois Whitehouse  
Chair of the Board of Directors/Trustees  
Date: 11/10/2017

## ORGANISATION

### Roles and Responsibilities

#### General

The Health and Safety at Work etc Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

*Inspire Education Trust is a multi-academy trust whereby the Directors/Trustees have direct responsibility as the employer to ensure compliance with health and safety legislation and to ensure the health, safety and welfare of employees, pupils, visitors and all other associated stakeholders. The Executive Principal, Head Teachers and Board of Directors as the management body will ensure that school staff and premises comply with both strategic and local health and safety policies, guidance and practices.*

#### Members Inspire Education Trust Company

Members of a multi-academy trust are akin to the shareholders of a company; they have ultimate control over the trust, with the ability to appoint the Trustees and the right to amend the trust's articles of association. However, Members do not have any specific responsibility for health and safety at Inspire Education Trust other than as set out under the provisions of the Health & Safety at Work etc. Act 1974, and subordinate legislation.

#### Directors/Trustees

The Academy Trust has important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

Inspire Education Trust's Directors/Trustees have the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees, pupils, visitors and other Stakeholders affected by the establishment's activities. To this end the governing body will:

- produce an academy health and safety policy and devise appropriate procedures for managing health and safety related issues;
- implement any agreed local policies, guidance or procedures where appropriate;
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation;
- receive and action regular and routine health and safety reports from the Executive Principal and Trust Business Manager to enable it to monitor and evaluate the effectiveness of the health and safety management systems;

- ensure when awarding contracts that health and safety is included in specifications; and contract conditions taking into account both statutory and MAT requirements;
- ensure that the MAT has access to competent health and safety advice.

### **Executive Principal**

The Executive Principal will comply with the MAT's health and safety policy and in particular will:

- Visibly support the MAT's health and safety arrangements, work with trade union and employee health and safety representatives and ensure that all employees are aware of, and accountable for, their specific health and safety responsibilities and duties;
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery;
- Support accident and incident investigations, review reports and statistics, utilise information on trends and hot spots;
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance;
- Ensure that local procedures for the selection and monitoring of contractors are in place and meet the requirements of the MAT's policy and procedures as well as any statutory or regulatory requirements;
- Ensure that the school has access to competent health and safety advice.

The Directors/Trustees place responsibility on the Executive Principal to achieve the objectives of the health and safety policy. The Executive Principal will 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, The Executive Principal, Head Teachers and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

### **Senior Leadership Team**

The leadership team at Inspire Education Trust 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 Principal. Specifically the Head Teachers, Trust Business Manager, Deputy Business Manager, Office Managers, Premises Manager, H&S Officer and any other member of staff with supervisory responsibilities will:

- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures;

- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken;
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment;
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.

### **Health and Safety termly meetings**

The Business Manager, Deputy BM, Premises Manager and H&S Officer meet on a termly basis to ensure that health & safety is carried out with due diligence and consistency across the Trust. Their main responsibilities are:

- To lead on, and support the development of, a positive safety culture at all levels of the Trust;
- To manage construction and refurbishment projects for the Trust.

Additionally, following the above meetings the H&S Officer will arrange to:

- Assist with accident investigation, review of risk assessment, and the provision of bespoke health & safety documents;
- Provide technical advice and support to staff at all levels;
- Undertake termly site walks with the Site Service Officer;
- Assist with fire drills.

The SSOs and Office Managers also meet termly to ensure operational compliance.

Their main responsibilities are:

- To support Head Teachers with day-to-day management of health & safety;
- To ensure all H&S paperwork is up to date and complete;
- To maintain the H&S school management file (Office Managers);
- To maintain the Buildings H&S file (SSO).

### **Employees**

All employees, agency and peripatetic workers and contractors must comply with the MAT's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions;
- Cooperate with their line manager and senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required;



- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements;
- Support the MAT in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site.

### Pupils

All pupils are expected to behave in a manner that reflects the guidelines in the Trust's staff handbook and as set out in the *Good to be Green* (Key Stage 2), and *Traffic Lights* (Key Stage 1) behaviour strategies, and in particular are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school;
- Cooperate with teaching and support staff and follow all health and safety instructions given;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

### Shared site users - Community Association, Kidco, Wraparound Boomerang, National Education Union (NEU)

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The Academy as the primary site user will have the lead responsibility.

All shared users of the Academy site must agree to:

- Co-operate and co-ordinate with the Academy on health and safety matters;
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Academy that may arise from their activities;
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the Academy so as to ensure the health, safety and welfare of all school staff and users;
- Meet the insurance requirements of the MAT;
- Familiarise themselves with and communicate to their employees/users the Academy's health and safety arrangements.

The Academy will ensure that:

- Premises are in a safe condition for the purpose of use;
- Adequate arrangements for emergency evacuation are in place and communicated;
- Users are consulted with on health and safety matters;
- The Academy's health and safety arrangements are made available to shared users.

### Lettings

The Trust has a lettings policy that is referenced within the appendices of this policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the Trust on health and safety matters;
- Agree to the terms of the lettings policy in relation to health and safety arrangements;
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Trust that may arise from their activities;

The Trust will ensure that:

- Premises are in a safe condition for the purpose of use;
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated;
- Adequate arrangements for emergency evacuation are in place and communicated;
- Local health & safety arrangements are made available to service providers;

## **ARRANGEMENTS**

The following arrangements will be adopted to ensure that Directors and Governors and the Executive Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

### **Setting health and safety objectives**

The Directors/Trustees and the Executive Principal will specifically review progress of health and safety objectives at the termly meeting of the Finance & Audit Committee Meeting (this may be included as part of the Executive Principals report to the Board). Where necessary health and safety improvements will be identified and included within the school action plan.

### **Provision of effective health and safety training**

The Senior Leadership Team and Board of Directors will consider health and safety training on an annual basis in line with the Trusts' health and training matrix focussing on mandatory training as a priority.

### **Provision of an effective joint consultative process**

Individual site health and safety committees will meet at least once per term and wherever possible will include representation from the school governing committees. Terms of reference set out the membership of this committee to ensure representation from all relevant parties.

These committees will report to the Executive Principal and Board, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership will include (as a minimum) the Head Teacher, a school committee governor, a member of teaching staff or Trade Union representative where available, the office manager, the site services officer, H&S Officer, shared site users, and periodically the Trust Business Manager or Premises Manager. Each member of the committee has a responsibility to cascade H&S information downwards and upwards within the organisation. The H&S Officer and Site Service Officer will have undertaken their termly site walk and the Head Teacher will have organised a fire drill before the committee meeting so they can be discussed in the committee meeting and any resulting changes in process or good practice can be shared across the MAT.

### **Specialist advice and support**

Specialist advice and support is obtained by employing a competent Health & Safety Officer, and where appropriate the Trust will seek specialist, technical advice from external competent persons.

### **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 and include:-

- Senior leadership team meetings and staff meetings;
- Site health and safety committee;
- Provision of information relating to safe systems of work and risk assessments;
- Training provided;
- Communication of health and safety bulletins or information both internally and externally generated across the Trust;
- 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.

## Involvement of pupils

Health & safety items are discussed as an agenda item at school council meetings once per term. School council may also undertake an escorted site inspection where appropriate. The member of teaching staff which sits on the H&S committee should share information both from pupils to the committee and back.

## Financial resources

The Executive Principal and Trust Business Manager will review the Trust budgets to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

## Other arrangements

Specific site arrangements can be found, or may be referenced, in the appendices to this document.

Arrangements	Location/appendix reference
Fire risk assessment and emergency procedures	
First aid risk assessment and procedures	
Risk assessments for all staff and curriculum activities	
Procedures for the reporting and investigating of accidents, near miss incidents, work related ill health and assaults	
Procedures for manual handling and associated risk assessments	
Procedures for lone working and dealing with violence and aggression and associated risk assessments	
Procedures for work at height	
Procedures for the use of Display Screen Equipment (DSE)	
Procedures for educational visits and associated documentation	
Procedures for the management of stress	
Procedures for the safe use of hazardous substances (CoSHH)	
Procedures for the selection and management of contractors	
Procedures for the management of asbestos	
Procedures for the management of legionella	
Procedures for driving and use of transport	
Procedures for site security	
Procedures for door safety, inc. fire door checks	
Procedures for use of sharps	
Site inspections	
Premises management/statutory inspections	

## MONITORING

This Health and Safety Policy together with the associated procedures and health and safety performance, will be reviewed by the Directors/Trustees and Executive Principal on a regular basis (every two years as a minimum), or as required.

In order to substantiate that health and safety standards are actually being achieved, the school will measure performance against pre-determined plans and objectives. Any areas where the standards are not being met will require remedial action.

The school will use different types of systems to measure health and safety performance:

### **Active monitoring systems:**

- Spot checks and termly site inspections will be undertaken;
- Documents relating to the promotion of the health and safety culture will be regularly examined and reviewed;
- Appropriate statutory inspections on premises, plant and equipment will be undertaken;
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods and to detect early signs of harm to health.

### **Reactive monitoring systems:**

- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc

### **Reporting and response systems:**

- Ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken;
- School health and safety committee, Board of Directors/Trustees and Senior Leadership team will all receive and consider reports on health and safety performance.

### **Investigation systems:**

- Prioritising investigation of incidents which indicate the greatest risk and the identification of both the immediate and the underlying causes of events;
- Analysing data to identify common features or trends and initiate improvements;
- Where cases of occupational ill-health are to be investigated;
- Where complaints relating to occupational health and safety are to be recorded and investigated;

- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated;

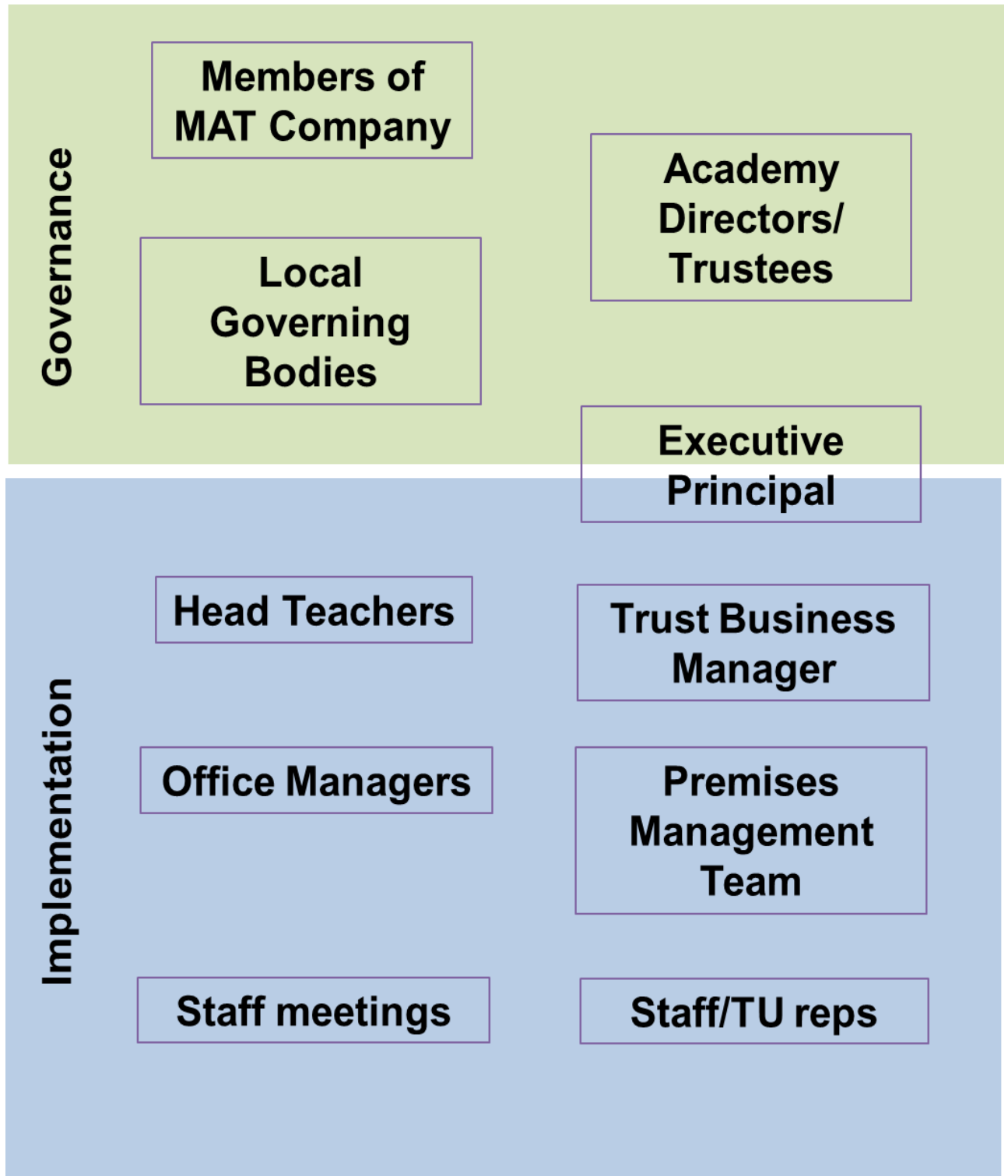
### **Third Party Monitoring/ Inspection**

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

- External H&S audit by a competent person every 3 years (last undertaken in April 2017);
- As part of Ofsted requirements.

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

# Inspire Education Trust Health & Safety Arrangements



Academic Staff

**Executive Principal**  
(Overall responsibility for ensuring compliance with legislation)

**Head Teacher**  
(Day to day responsibility for ensuring compliance with legislation related to curriculum subjects and educational visits and in supporting the Executive Principal with the onward dissemination of information)

**Phase Leader/ Key Stage Leader**  
(Responsible for the dissemination of information as required)

**EVC**  
(Responsibility for ensuring compliance with legislation in relation to educational visits and dissemination of information to staff)

**All other staff**  
(Compliance with Health and Safety Policy and any other systems in place)

**Curriculum staff**  
(Compliance with Health and Safety Policy and any other systems in place)

**Phase/key stage staff**  
(Compliance with Health and Safety Policy and any other systems in place)

**All staff**  
(Compliance with Health and Safety Policy and any other systems in place)

**All Staff**  
(Compliance with Health and Safety Policy and any other systems in place)



