



THE CONSORTIUM  
ACADEMY TRUST

# Health and Safety Policy

The Consortium Academy Trust (TCAT)  
An Exempt Charity Limited by Guarantee  
Company Number 07665828

Status:	Live
Policy Owner (Position)	Head of Estates Management
Statutory / Recommended	Statutory
Date Adopted	21 May 2018
Review Date	May 2020
Advisory Committee	Finance and Resources Committee
Linked Documents and Policies	Health and Safety at Work etc. Act 1974 Induction Checklist

## Statement of Safety Policy

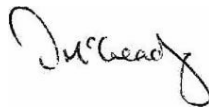
The Consortium Academy Trust (the "Trust") recognises the benefits of a positive Health and Safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm, in accordance with the Health and Safety at Work etc. Act 1974.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse. All school activities will be subject to a risk assessment and where there are significant risks identified, they will be recorded.

The Consortium Academy Trust will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

- It will safeguard the health, safety and welfare of its employees, students and visitors, and anyone else who may be affected by its activities.
- High standards for Health and Safety will be set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents, and establishing suitable and sufficient risk control measures.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the Health and Safety at work of its employees, students, visitors and members of the public.
- Maintain school buildings, contents and environments in a condition that is safe and without risks to health including; safe means of access and egress, and the provision of adequate welfare facilities.
- Consult with employees and their recognised representatives about health, safety and welfare matters.

This policy will be reviewed on a regular basis, more often if required, but not less than every two years.



Chief Executive Officer: .....

Date 21/05/18

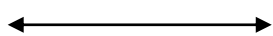
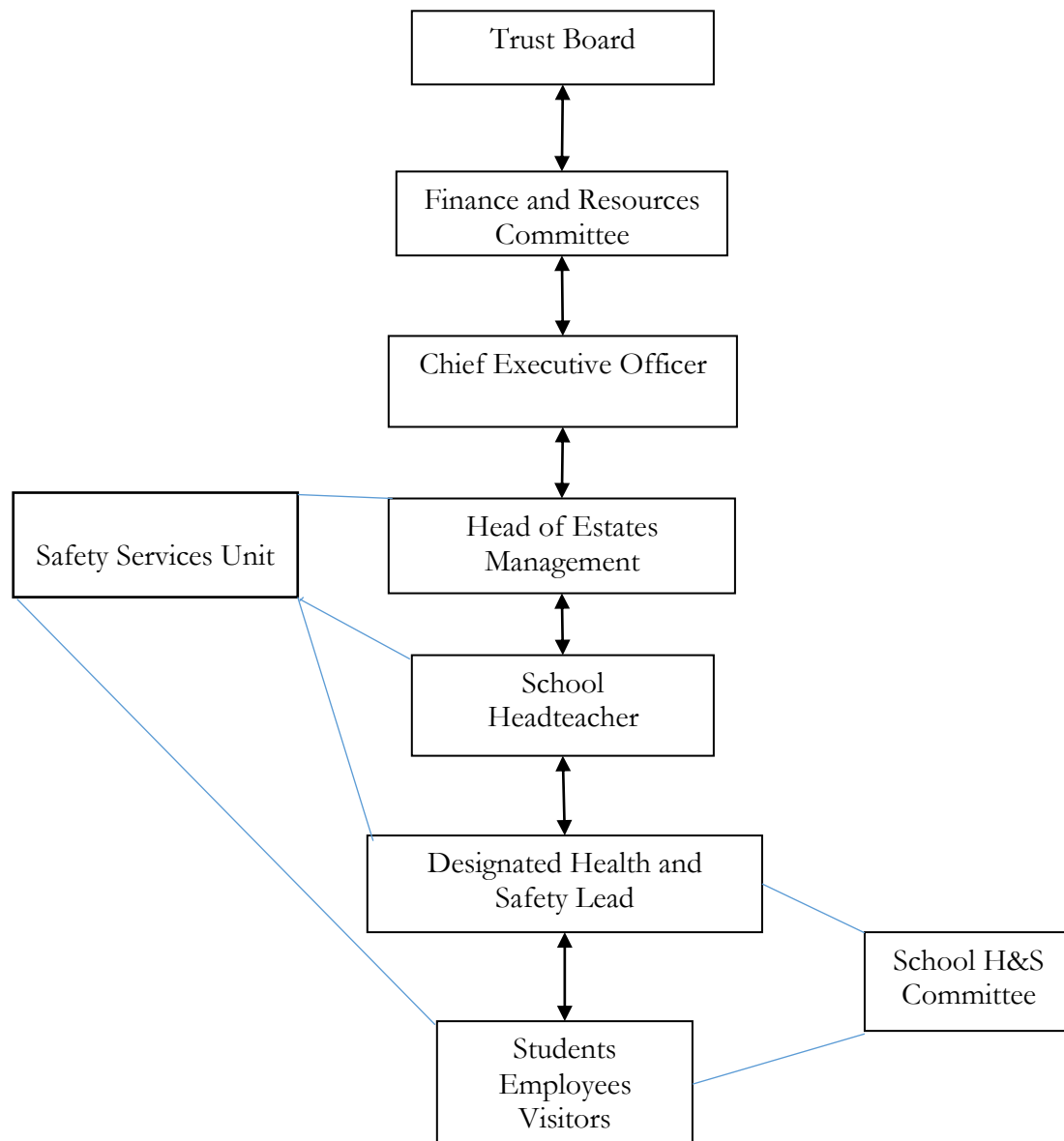


For the Trust Board: .....

Date 21/05/18

## 1.0 Organisation for Safety

### Lines of Responsibility.



Lines of authority/accountability



Available lines of guidance & support

## **2.0 Roles and Responsibilities**

### **2.1 The Trust Board**

The Trust Board, as a corporate body, has the strategic responsibility to set the direction and objectives of all Health and Safety matters across the Trust.

The Trust Board is responsible for ensuring that high standards of corporate governance are maintained. In the context of Health and Safety, it discharges these responsibilities by adopting a Health and Safety policy and management plan, monitoring safety management systems and managing the Trust Risk Register. The overall aim is to ensure a positive Health and Safety culture is established and maintained across the Trust.

The Trust Board must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students, visitors and anyone else who may be affected by its activities.

The Trust Board's responsibilities are to:

- Ensure that Trustees accept their individual roles in providing Health and Safety leadership for the Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing Health and Safety leadership for the Trust.
- Ensure that its decisions reflect its Health and Safety intentions, as articulated in the Health and Safety Policy statement.
- Provide strategic direction in health, safety and welfare matters.
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for Health and Safety in the schools.
- Ensure that the Trust's Finance and Resources Committee is effectively discharging its delegated responsibilities in terms of Health and Safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of Health and Safety.
- Ensure there is an effective business continuity and emergency plan in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of Health and Safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of Health and Safety.
- Ensure competent Health and Safety advice is available in order to assist line management and comply with regulatory controls.

### **2.2 Finance and Resources Committee**

The Finance and Resources Committee's responsibilities are to:

- Review, recommend to the Board and implement, the Trust Health and Safety strategic plan;
- Identify and manage risk at all levels of the Trust and keep the Trust Board informed on all Health and Safety matters.
- Inform and advise the Board of Trustees on: -

- review of Health and Safety policies
  - risk mitigation
  - recommendations from Health and Safety and compliance audits
  - incidents' reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) guidelines.
- Monitor and report to the Trust Board on the effectiveness of the Trust's Health and Safety systems.
  - Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
  - Ensure that the Health and Safety policy and adequate Health and Safety management systems are in place within every school.
  - Ensure business continuity plans are in place.

### **2.3 Chief Executive Officer (CEO)**

The CEO has overall accountability for Health and Safety throughout the Trust and for ensuring that the objectives of this Health and Safety Policy Statement are implemented. The CEO shall ensure that the Trust Board;

- Oversees the provision of Health and Safety leadership focused on the management of significant risk;
- Monitors overall performance of the Health and Safety management system and are kept informed of, and alerted to, relevant Health and Safety issues.

The CEO is responsible for the line management of the Head of Estates Management.

### **2.4 Head of Estates Management (HEM)**

The Head of Estates Management is the appointed person for Health and Safety for the Trust, with responsibility for driving Health and Safety within schools across the Trust and, as such, is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The Head of Estates Management must:

- Consider the impact of Health and Safety in all strategic and operational decision making.
- Implement ways to reduce the likelihood of people being harmed by the Trusts' activities.
- Monitor findings from Health and Safety audits, compliance audits, inspections and Reporting of Injuries Diseases and Dangerous Occurrences Regulations reports to drive changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure that Trust suppliers and contractors have been appropriately vetted for Health and Safety standards.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its schools have adequate emergency plans and procedures for the safe evacuation of the Trust's premises.
- Ensure there is an effective programme of Health and Safety inspections.

- Ensure the development and implementation of the overall Health and Safety strategic plan.
- Be the point of contact with the Trust's appointed health & safety Competent Advisor and ensure that any arrangement entered into is fit for purpose and represents good value for money.

## **2.5 Headteachers**

Headteachers are responsible for implementing and complying with the Trusts Health and Safety policies and the day to day Health and Safety management of the school. To achieve this, Headteachers must: -

- Integrate the Trust's Health and Safety policies into school specific Health and Safety arrangements, policies and procedures.
- Ensure that all Health and Safety matters within the school are effectively managed.
- Produce, monitor, review and report progress on the school's Health and Safety Management Plan to the Head of Estates Management.
- Arrange for appropriate consultation with employees in the workplace, to ensure that suitable methods are adopted for promoting Health and Safety at work and provide arrangements for the participation of employees in the development of such measures.
- Ensure all new employees, volunteers, work experience placements or regular visitors receive a suitable and sufficient safety induction, and that training needs are identified and fulfilled.
- Ensure the wellbeing of all staff remains a high priority and that their wellbeing is managed effectively at all levels.
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff.
- Ensure appropriate equipment, tools and protective equipment is provided to enable work to be done safely. Maintain, and where necessary to ensure safety, inspect appropriately with records of inspections maintained.
- Ensure regular, programmed Health and Safety inspections take place within their school and systems are established to document and manage reported Health and Safety defects or hazards, with remedial action taken where necessary.
- Ensure all hazards, accidents, incidents and dangerous occurrences are investigated, recorded and reported promptly in accordance with the accident reporting procedure.
- Ensure that arrangements are in place to manage Health and Safety on educational visits, including competent staff and suitable risk assessments being completed in line with the schools own Educational Visits Policy.
- Ensure that statutory inspection and maintenance programmes are in place, such as fire systems, water systems or asbestos management.
- Ensure that Health and Safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to competent persons, but oversight and responsibility remains with the Headteacher.

## **2.6 All employees with management responsibilities; i.e. Business Managers, Facilities Managers, Directors of Learning, Curriculum Leaders, School Department Heads etc.**

Managers are responsible, for achieving compliance with this policy within their area of service delivery.

They are responsible for the duties delegated to them by the Headteacher.

In particular they have the following responsibilities;

## **2.7 Line Managers and Supervisory Staff**

Staff with line management responsibilities, under the direction of the Headteacher, and the guidance of the Designated Health and Safety Lead, have delegated duties and responsibilities to;

- Induct new starters and transferees. The content of the induction will be recorded and signed by the inductee and inductor.
- Produce, maintain and review risk assessments for their department and ensure safe systems of work and any other control measures are communicated to departmental staff.
- Ensure the wellbeing of departmental staff is managed effectively.
- Maintaining or having access to an up to date library of relevant published Health and Safety guidance from sources including CLEAPSS and AfPE; and ensure that all staff are aware of and make use of such guidance.
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own Health and Safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility.
- Adopt a pro-active approach to Health and Safety by ensuring that all hazards, accidents and near-misses occurring within their department are promptly recorded and reported.
- Act on reports from any member of staff.
- Training needs of their staff are identified, fulfilled and monitored.

## **2.8 Designated Health and Safety Lead**

The Designated Health and Safety Lead, under the direction of the Headteacher, has delegated duties and responsibilities for safety, including to ensure that sufficient resources are allocated and authorised within the school budget to meet statutory procedures and standards for Health and Safety in the school

- The production, maintenance, implementation, and operational management of the schools Health and Safety management plan.
- Supporting the Headteacher in Health and Safety matters.
- Ensure compliance & cyclical works and health & safety inspections are carried out and recorded and any remedial works are reported to the Headteacher.
- Ensuring contractors comply with safe working practices.
- Maintain the school cyclical & compliance contracts, including asbestos, fire and legionella risk management.

- Producing and maintaining site-specific risk assessments, safe working methods and implementing control measures where necessary.
- Assist and guide school managers in the production and maintenance of risk assessments.
- Co-ordinate First Aid arrangements for the school.
- Presenting Health and Safety reports to the Head of Estates Management.
- Chairing the schools scheduled Health and Safety Meetings, producing agenda's and circulating minutes.

These duties may be delegated to competent persons, but oversight and responsibility remain with the member of staff with the Designated Health and Safety Lead.

## **2.9 All Employees**

Every Trust employee, regardless of employment status, is expected to co-operate with the Trust's Management Team and the school's Headteacher on all aspects of Health and Safety, and in accordance with Section 7 of the Health and Safety at Work etc. Act, take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee:

- Check on a daily basis that classrooms, work areas and equipment are safe to use, and report any concerns to their line manager or the Health and Safety Lead before any item or area is used, as urgently as the situation dictates.
- To comply with the Trust's Health and Safety policies.
- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment, PPE and materials provided for their intended use only, in accordance with the information, instruction and training they have been given, ensuring that damaged faulty equipment is not used and reported to their line manager.
- Through performance management, staff review processes and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training.
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing, medication, injuries or on becoming pregnant in an open and frank way so that appropriate support can be given and action taken to address these concerns.
- Report all hazards, near misses, accidents and any unsafe practices or conditions to their line manager.
- Any failure to comply with this, or any supporting policies and guidelines may result in an investigation through the disciplinary procedure.

## **2.10 Work Experience, Volunteers and Regular Visitors**

Persons on work experience placements, volunteers and regular visitors must be inducted into the schools specific safety arrangements by the supervising member of



staff. The content of the induction will be recorded and signed by the inductee and inductor.

### **3.0 Arrangements for the Management of Health & Safety**

#### **3.1 Policy and Guidance**

School and Trust policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

These arrangements should be read in conjunction with those contained in supporting policies and guidance.

#### **3.2 Health & Safety Advice**

Advice and guidance is available from;

- Employee handbook, or school intranet
- Your Line Manager / Supervisor
- The schools HR Office
- The Trust's Head of Estates Management
- The Trust's Competent Adviser. The East Riding of Yorkshire Council's Safety Services Unit, is the Trust's Competent Advisor. In addition to visits, email and telephone advice, they have a range of guidance documents and resources available on request.
- The Health and Safety Executive website is also an excellent resource [www.HSE.gov.uk](http://www.HSE.gov.uk).

#### **3.3 Consultation on Health, Safety and Wellbeing**

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing.
- Ensure that Health and Safety is a standing item on appropriate team and management meetings.
- Representatives from departments and school union representatives will be invited to attend regular meetings of the Health and Safety Committee to drive Health and Safety forward. Information is disseminated via Health and Safety Committee minutes on staff room Health and Safety noticeboards, via direct email and through employees' meetings.

#### **3.4 Training**

All employees, including temporary and agency employees will receive,

- Induction training – on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
  - Emergency procedures
  - First aid arrangements
  - Accident reporting
  - Hazard/safety issue reporting
  - Location of policy, guidelines and other relevant documents
  - Relevant risk assessments and safe systems of work
  - Smoking restrictions
  - A tour of the site
  - Other relevant information

- Competency based training relevant to the individual's role, and development needs will be identified by managers and headteachers and delivered by the most efficient means, e.g. specialist courses or local in-house team discussions.
- Employees are encouraged to use the schools appraisal system to identify training needs and opportunities, and to bring them to the attention of their line manager.

Records of competencies, skills and training will be kept for management purposes.

All Employees are expected to attend training courses as requested

### **3.5 Audits**

The Finance and Resources Committee and Headteacher, supported by the schools own facilities staff, are expected to ensure that the school's Health and Safety management systems and records are audited once per year to identify any areas for improvement. An action plan will then be prepared by the Headteacher in consultation with relevant staff to address the areas highlighted, and progress against the action plan will be reported to the Head of Estates Management.

### **3.6 Inspections**

Periodic Health and Safety inspections (including Fire Safety) will be carried out by the Headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General Health and Safety inspections of the premises and site will be carried out at least once per term. Results of inspections, including any remedial actions, will be recorded and copied to the Head of Estates Management.

### **3.7 Risk Assessments**

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the Health and Safety of themselves and others who may be affected.

Specific assessments will be completed as required, including assessments for new and expectant mothers as soon as the school have received notification.

The school will endeavour to use non-hazardous substances as part of its work activities wherever possible. However, the school will ensure that an inventory of all substances is maintained and that appropriate safe systems of work are documented and shared with all relevant staff where necessary. All substances will be stored securely, be COSHH assessed and only handled by authorised persons.

Risk assessments will be reviewed annually or earlier in the event of an accident, incident or near miss; due to a change in work activity, environment or equipment; or following staff feedback.

Staff are expected to support in the completion of risk assessments relevant to their work activities.

### **3.8 Educational Visits**

The school will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

The school will have in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- Appointment of an Educational Visits Coordinator;
- Ensuring that all staff who organise and lead educational visits are familiar with the educational visits guidance, and that they are suitably trained and competent;
- Ensuring that the school has its own, up to date Educational Visits Policy and that this is brought to the attention of all relevant staff.

### **3.9 Health Surveillance**

Where required by specific legislation or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at the school.

### **3.10 Emergency Procedures**

Each school will ensure that a fire risk assessment is completed and reviewed at least on an annual basis, or more frequently if there is any material change or incident thereby ensuring that sufficient management arrangements are in place and the risk of fire is managed so far as is reasonably practicable.

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits. The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Personal Emergency Evacuation Plans where assistance or support may be required in the event of an emergency evacuation will be completed and recorded, and shared with relevant staff.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

### **3.11 Accidents, Injuries, Diseases and Dangerous Occurrences**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the guidance from The Trust's Competent Advisor is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Therefore all staff must report accidents, incidents and near misses promptly so that the school can identify and implement measures to prevent reoccurrence.

Each school will undertake accident and incident trend analysis and provide a summary to the HEM on a monthly basis.

### **3.12 Administration of Medication**

The school will have in place suitable arrangements to support children who have medical conditions in school. Arrangements will be in line with the Managing Medical Conditions at School for both prescribed medication and liquid paracetamol.

The school will have in place a Managing Medicines or similar Policy, which outlines the expectations of parents and the schools arrangements, both within the school environment and educational visits.

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Sun cream, unless specifically prescribed, is not considered a 'medication' and therefore the school will consider and manage the risk associated with exposure to the sun as part of their overall risk assessment process.

### **3.13 First Aid**

Each school will undertake an assessment of first aid needs and ensure that there is adequate first aid provision in terms of number of staff trained, sufficient training procedures including dealing with bio hazards, stock provision and emergency arrangements. The same applies to educational visits and other off-site activities.

Schools with Early Years Foundation Stage provision must provide at least one person who has a current and recognised paediatric first aid qualification, who must be on the premises and available at all times when children are present. The same provision must be made for children on outings.

Records of first aid treatment provided by each school will be maintained and monitored.

### **3.14 Employment of Young or Vulnerable People**

The safety of young (under 18 years) and vulnerable people is subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

### **3.15 Other Statutory Arrangements and Regulations (Thorough Inspections; Asbestos; Water Hygiene; etc.)**

Where relevant, the school Headteacher will ensure that appropriate compliance management arrangements are in place to maintain premises, equipment and systems in a safe condition, according to current legislation

### **3.16 Contractors and Self Help Maintenance or Construction**

Visiting contractors must be inducted in site-specific arrangements and managed whilst on the school site. Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately, if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control, etc.) before activity commences. Such projects must comply with current Construction, Design and Management Regulations.

### **3.17 Safeguarding and Security**

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- a safeguarding policy
- security measures
- vulnerable areas that are well supervised
- appropriate disclosure and barring checks
- visitor signing in and identification arrangements
- Site Security Risk Assessment