



Shireland Collegiate Academy Trust Policy

Health and Safety Management Plan

Committee and Date Approved	Trust Board –
Category	Statutory - DfE
Next Full Review Date	Every three years unless change in legislation – Spring 2023
Policy Availability	Trust Website
Officer Responsible	CEO

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

Content

1. Introduction

Shireland Collegiate Academy Trust (S-CAT) is a not for profit sponsor of primary and secondary Academies.

The S-CAT Board of Trustees have ultimate responsibilities for S-CAT and responsibility is delegated to appointed executive staff.

As an employer and educator S-CAT takes its responsibilities for health and safety seriously and manages them in accordance with UK Law and sector best practice.

2. Plan

2.1. Policy

Shireland Collegiate Academy Trust recognises that policy is the foundation for good H&S practice when that policy is implemented and embedded throughout all activities and interests of the organisation.

The Board of Trustees have committed to H&S formally and have issued a statement of intent for S-CAT. All sites are required to have a H&S procedure, implementing and complementing the statement of intent. A range of procedural documents for Academies will be adopted and will be approved by the Board of Trustees and Local Boards of Governors.

2.2. Shireland Collegiate Academy Trust Statement of Intent

Shireland Collegiate Academy Trust (S-CAT) is a multi-academy sponsor responsible for a network of primary and secondary schools across the West Midlands. We are committed to ensuring the health, safety and wellbeing of our staff, students, contractors, visitors and others who may be directly affected by our activities. We strive to be the benchmark of health & safety good practice across all sectors in which S-CAT operates.

In accordance with S-CAT Governance: Schemes of Delegation, the Trustees will be accountable for:

- Instituting a health and safety policy
- Determining, on an annual basis, those policies which will be developed by S-CAT and mandatory for all S-CAT Academies
- Making available to Academies, on an annual basis, copies of all current policies and procedures and a schedule for their review, to review and update policies where allocated to the academy
- Checking that health and safety regulations are followed

Academies are responsible for:

- Ensuring that health and safety regulations are followed
- Implementing health and safety policies and procedures

In order to achieve this, we will ensure:

- Effective health and safety management systems are established and embedded throughout our organisation
- Provision of a productive and safe learning environment
- The setting, monitoring and management of health & safety performance against clear goals and objectives
- That suitable allocation of resources is provided to ensure effective health, safety and risk management.
- Maintenance of safe systems of work and safe plant and equipment
- Provision of information, instruction, training and supervision as necessary
- Identification and assessment of hazards and risks and the allocation of adequate resources to implement effective control measures
- Provision of competent health & safety advice for all employees and associates
- Joint consultation with employees on health & safety matters
- Provide clear and regular communication around our Health & Safety performance

2.3. Leading for H&S and Responsibilities

The Board of Trustees, S-CAT Executive Managers, Principals, Governors and all members of staff will be informed of their H&S responsibilities through the H&S Policy, guidance training and other communication as appropriate.

Those who have responsibility for managing and supervising staff will be trained to understand their responsibilities which will be refreshed on a regular basis.

2.4. H&S strategy

A strategy for health and safety improvement will be produced and agreed by the board of governors for each site. This strategy will be shared with staff and their representatives and will be focused on improving safety and health throughout the organisation. The strategy will be formally reviewed on an annual basis and progress will be monitored through regular review.

2.5. Communication

Shireland Collegiate Academy Trust (S-CAT) understands the importance of communication in relation to health and safety. It will ensure suitable and enough communication with all staff at all levels and ensure opinions on H&S are listened to and given due consideration at an appropriate level.

S-CAT will ensure cooperation with staff representatives and unions on matters of H&S and will seek to include them in key decisions relating to H&S.

S-CAT will ensure an Intranet page is established, which will form the focus point for H&S and safety information across the Academies. A facilities management system ('iAM Compliant') will be established where advice and information can be sought whilst providing generic risk assessments for all to adapt accordingly.

A network of H&S professionals and other interested parties will be established, to ensure appropriate communication and coordination.

2.6. Raising H&S Concerns (whistleblowing)

S-CAT understand that it is important for staff to be able to raise issues in relation to H&S and that sometimes that anonymity is essential. S-CAT will therefore establish a whistleblowing policy for H&S which will be communicated to all staff.

2.7. Competent advice

Shireland Collegiate Academy Trust will expect each Academy Principal to appoint a H&S Officer (this could be the Principal) who will have operational authority for ensuring H&S management for staff and students.

Each academy will also require a 'competent person', someone who has the necessary skills, knowledge and experience to give sensible advice about managing the health and safety risks at the school. In general this is likely to be the H&S Officer but can also be a group of people bringing together knowledge and expertise from different areas and led by the H&S officer.

A list of current contacts and officers can be found in appendix 1.

2.8. Power to stop activities

Senior staff can stop activities under their control. Principals and (if different) the H&S Officer for a specific site have delegated authority to stop activities they feel pose a significant risk where appropriate controls have not been implemented.

3. Do

3.1. Hazard/Risk Assessments

Shireland Collegiate Academy Trust will ensure that hazards arising from its activities are identified and a risk assessment catalogue is generated and can be accessed via 'iAM Compliant'. These assessments will be used to ensure prioritisation and proportional management of our hazards.

3.2. Risk assessment

Shireland Collegiate Academy Trust will implement a process for the assessment of hazards and resulting risks. S-CAT understands that the process of risk assessment and implementation of reasonably practicable controls is essential to ensure the safety and health of its staff, visitors and others who interact with or could be affected by the work undertaken by S-CAT.

3.3. Managing and controlling risks

Senior staff and 'owners of risks' are responsible for ensuring that appropriate controls are implemented for significant risks arising from S-CAT's business activities. Where high risk activities are identified, where existing controls are not deemed to be adequate, then the activity will cease until additional controls can be implemented. These will be noted in the Academy risk management plans. The H&S Officers should be available to provide advice and support to senior staff on the controls required.

3.4. Health and wellbeing surveillance

The health and wellbeing of our staff is critical, and S-CAT understands that our staff are our greatest asset. S-CAT is committed to protecting the health of our staff by ensuring the appropriate control of risks.

Where a significant risk is identified, it may be appropriate to implement a health surveillance programme. Appropriately qualified occupational health specialists will be appointed to give specialist advice and to run such programmes.

3.5. Statutory inspection

Several H&S regulations place a duty on organisations to ensure routine checks are established for critical systems and equipment. Appendix 2 contains a responsibilities matrix which stipulates responsibility for ensuring routine inspection and statutory compliance checks.

3.6. Contractors and Visitors

S-CAT is committed to ensuring the safety of visitors and contractors who visit our sites as well as other who could be affected by our undertakings. A visitor and separate contractors' procedure has been established to ensure appropriate management of these activities.

3.7. Emergencies

Emergencies are unpredictable and can happen at any time. S-CAT will ensure appropriate identification of all possible emergencies and ensure appropriate plans are implemented, as far as it possible. Plans will be practiced, and lessons learnt to drive continual improvement.

All sites and Academies will be required to prepare emergency and business continuity plans.

3.8. Communication and consultation

S-CAT is committed to ensuring appropriate and adequate channels for communication with all staff at all levels, in relation to H&S. Staff will be consulted with in relation to changes in policy and strategy.

3.9. Advice and guidance

Support and advice is provided to S-CAT and its managers through the network of H&S advisors and officers. Where necessary external advisors will be commissioned to provide specialist advice as necessary.

An intranet site has been established which contains information and procedures for H&S along with the implementation of iam complaint. A list of key H&S procedures can be found in appendix 3.

3.10. Training and support

Academies are responsible to ensure all staff receive appropriate training in H&S. A training matrix should be established to identified gaps in training and ensure adequate levels of understanding.

Principals should ensure they themselves or their appointed H&S officers are well trained and have access to ongoing training so as to ensure their continued competency and understanding

4. Check

4.1. Measuring performance

It is important to measure H&S performance. This will be achieved through,

- Establishment of a program of inspection and audit
- Regular self-audit by Academies
- Monitoring of accidents and incidents
- Routine H&S returns by Academies
- Implementation of a H&S improvement strategy and routine monitoring of progress against agreed objectives.

4.2. Inspection

Inspection is an important function for ensuring adequate control of hazards within organisations. An inspection checklist has been produced (and is contained in appendix 4) and should be completed on a routine schedule within Academies. Principals are responsible for ensuring that an inspection routine is established within their institutions.

4.3. Audit

An audit of standards and management systems will be completed on a regular basis (no greater than every three years) and will be the responsibility of the local H&S Officer and S-CAT central team. Reports will be agreed with Academies and once finalised, reported to the local Board of Governors and S-CAT Board of Trustees.

When and where appropriate specialist audits and inspections will be commissioned by S-CAT Central Team.

4.4. Accidents and Incidents

All accidents and incidents will be reported using the online “iAM Compliant” reporting system with serious incidents (including amputations, deaths and large fires) being reported to the CEO immediately.

All accidents/incidents should be investigated, and a policy and process will be established to ensure appropriate and thorough investigation.

RIDDORs will be reported by Principals and they should be notified to S-CAT Central Team via the online portal.

5. Act

5.1. Review

Regular checks for H&S performance will be made and any output from this will be used to improve the H&S policy, systems or other systems as appropriate. Routine performance information and statistics will be reviewed by the S-CAT Board of Trustees.

H&S actions and H&S Committees are required to maintain an appropriate action tracker, to ensure adequate and timely resolutions and close out.

5.2. Learning Lessons

Lessons will be learnt in order to ensure continued improvement and performance. These lessons will be shared with others who could be affected or impacted.

A standard Lessons Learnt and Safety Alert template is included in appendix 5

5.3. Committees

Committees will be established at each site which will be required to manage local H&S and H&S performance. H&S committees are required to establish Terms of Reference and local reporting structures.

Appendix 6 contains a diagram of the H&S committee structure across the Trust.

Appendix 2 – Responsibilities Matrix

The chart below details who is responsible for various elements which together form part of the H&S management within Shireland Trust Academies.

Topic or item to be provided or completed		Responsible	
		Central Team	Academy Principals
Management of H&S	Appointment of corporate H&S support and competent advice	√	√
	Local delegation of Academy Safety Officer		√
	Ensuring local H&S procedures are signed and implemented		√
	Provision of H&S Strategy and Governance	√	
	Provision of policy, procedures and guidance	√	
	Ensuring all hazards are identified		√
	Ensuring adequate risk assessment for those hazards that are identified		√
	Ensuring that a H&S Committee is formed and includes provision for cooperation with staff representatives		√
	Reporting of accidents, incidents and near misses using the online system		√
	Reporting RIDDORs to the HSE		√
Fire	Ensuring a fire risk assessment is completed by an authorised competent individual		√
	Ensuring annual fire risk assessment inspection (using provided checklist)		√
	Ensuring adequate provision for fire safety, ensuring good housekeeping and maintenance of protected evacuation routes		√
	Ensuring annual servicing of firefighting equipment		√
	Ensuring termly evacuation drills are completed and lessons are learnt, if necessary		√
	Ensuring weekly fire alarm tests		√
	Ensuring emergency lighting tests		√
	Annual fire alarm system servicing and checks		√
Annual checks for dry risers and sprinkler systems		√	

Operational	Ensuring all identified users have completed DSE assessments		√
	Ensuring safe storage and use of hazardous materials		√
	Ensuring provision of PPE where identified by risk assessment		√
Equipment	Ensuring that any work equipment is maintained and in a safety condition to use		√
	Annual LOLER inspection for lifting equipment		√
	Annual inspection of lifts		√
	Annual inspection (in accordance with the written scheme of inspection) for pressure systems		√
	Portable appliance testing (PAT)		√
	Annual inspection of LEV (local exhaust ventilation)		√
Buildings and facilities	Fix wiring checks (electrical)		√
	Legionella surveys / monitoring		√
	Water temperature checks for all outlets		√
	Asbestos surveys		√
	Maintenance and updating of Asbestos register		√
Monitoring and Review	Audit of H&S Management systems	√	
	Inspection / walk around	√	√
	Termly H&S returns to Trust Central		√

Appendix 3 – H&S Procedures

Reference	Title
	Premise Management
	Work Equipment
	Working at Height
	Science
	First Aid
	Lone Working
	Art, Design & Technology
	Construction Design and Management (CDM)
	Control of Chemicals
	Display Screen Equipment
	Fire Safety
	Health and Safety Training and Induction
	Risk Assessment
	Portable Appliance Testing
	Management of Asbestos
	Management of Legionella
	Management of contractors
	New and Expectant Mothers
	Manual Handling

Appendix 4 – General H&S inspection checklist

Academy:			
Site / Building			
Date of inspection:		Inspectors:	

1	Floors and Corridors	Y/N	Comments	Action
1.1	Is the floor clean?			
1.2	Is the floor in good condition and free from damage?			
1.3	Is the floor even and free from trip hazards?			
1.4	Is the floor surface slip free?			
1.5	Is the lighting suitable?			
1.6	Is the corridor free from obstruction?			
1.7	Has the work area been free of slip and trips accidents since last inspection?			
1.8	Are there sufficient waste receptacles that are regularly emptied?			
2	Stairs			
2.1	Are steps free from damage and wear?			
2.2	Are handrails secured?			
2.3	Is the lighting suitable?			
2.4	Are stairs free from litter and obstructions?			
3	Exits and doors			
3.1	Do door mechanisms / closers work?			
3.2	Are sight panels unobstructed?			
3.3	Is the door and frame in good condition?			
3.4	Are passages to doorways unobstructed?			
4	Equipment			
4.1	Are electrical cables, plugs and sockets in good condition?			
4.2	Are there any trailing leads?			
4.3	Do electrical items have valid PAT sticker on?			
4.4	Are trolleys in good working order?			
4.5	Are photocopiers suitably located, well ventilated and away from workstation?			
4.6	Are portable heaters avoided/suitably located?			
4.7	Are items of equipment in good working order?			

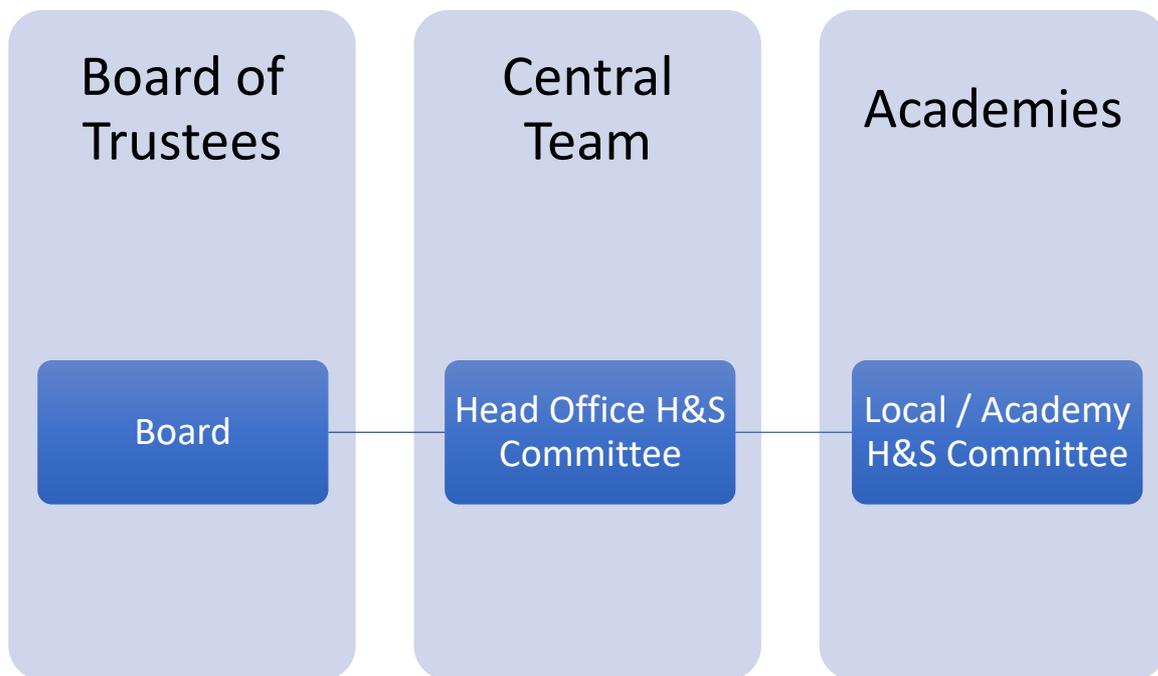
5	Storage Areas	Y/N	Comments	Action
5.1	Is the storage area clean and shelving accessible?			
5.2	Is the lighting suitable?			
5.3	Is shelving in good condition and secure?			
5.4	Are steps available to reach higher shelves?			
5.5	Are step ladders marked EN131 or of Class 1 style and in good condition?			
5.6	Are consumables stored appropriately?			
6	Windows			
6.1	Are all window mechanisms working correctly?			
6.2	Are windows in good condition (crack and damage free)?			
6.3	Are windows clean?			
6.4	Where required, are window poles available and kept in retaining clip?			
7	Furniture and Fittings			
7.1	Are room layouts suitable?			
7.2	Are workstations provided with fully adjustable chairs?			
7.3	Does all display screen equipment have suitable desks?			
7.4	Are workstations clean and free of clutter above and below desk?			
7.5	Is furniture in good condition?			
7.6	Are light fittings in good condition and clean?			
8	Fire Safety			
8.1	Are appropriate fire extinguishers provided?			
8.2	Are they positioned correctly and fixed to wall?			
8.3	Is access to fire extinguishers, hoses, blankets etc unobstructed?			
8.4	Is there appropriate fire signage for call points and fire appliances?			
8.5	Are fire doors free to close and not wedged open?			
8.6	Do fire doors close into recess?			
8.7	Are fire procedures exhibited and up to date?			
8.8	Are fire routes clear of obstructions?			
9	First Aid			
9.1	Are first aid boxes available at suitable locations (e.g. near exits)?			
9.2	Is the first aid box full with in date supplies?			
9.3	Is a list of first aiders exhibited with contact details and up to date?			
10	Other Hazards			
	Any other hazards spotted?			

Appendix 5 – Lessons learnt and Safety Alert Template

Shireland Academies Trust	
Lessons learnt and Safety Alert	
Title	
The Incident / Background	
Immediate Causes	
Root Causes	
What we did well	
Lessons to be learnt	

Recommended actions			
Action Details	Action Taken	Owner	Date Completed

Appendix 6 – Committee Structure diagram



Appendix 6 – Local academy suggested H&S organisational chart

