



## Shireland Collegiate Academy Trust Policy

# Health and Safety Policy

<b>Committee and Date Approved</b>	Resources Committee – Summer 2021
<b>Category</b>	Statutory - DfE
<b>Next Full Review Date</b>	Annually unless change in legislation – <b>Summer 2022</b>
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	CEO of the Trust

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

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## **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

## Responsibilities

### Board of Trustees

The Trust will make sure that there are adequate financial and physical resources available to support this Policy, and will take steps which are reasonably practicable and within its power to meet its responsibilities, paying attention to:

- providing suitable and enough assessment of the risks to the health and safety of employees whilst at work, and the risks to the health and safety of non-employees arising out of or in connection with work activities
- providing a safe place of work, safe plant, equipment and machinery and, the safe use, storage, handling and transportation of articles and substances at work
- providing a safe and healthy working environment and adequate welfare facility
- providing enough support and facilities to enable Trade Union appointed Health and Safety Representatives and other employee representatives, to carry out their functions in accordance with the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996.
- maintaining existing participation e.g. Safety Committees; team meetings and so on. In doing so, recognizing the significant contribution that employees can make towards policy implementation, and the importance of maintaining these procedures because they represent an effective system of communication on health and safety matters.
- fostering an atmosphere within the Trust that encourages employees to contribute positively to their own health and safety at work.
- providing information, instruction and training at all levels to secure competence and to avoid ill health or injury at work.
- making and giving effect to arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- making provision for access to expert health and safety advice, from both within and outside the organisation

### Chief Executive Officer

- Establish structures and strategies to implement the H&S policy and integrate these into general business activities
- Ensure responsibilities for the management of H&S are appropriately assigned
- Ensure enough resources are available for the implementation of the H&S policy
- Health and safety performance are robustly monitored and reviewed
- Oversee the implementation of H&S action plans that are developed as a result of any H&S monitoring or inspections undertaken
- Ensure individual academies produce health and safety procedures relevant to their academies and site-specific risk assessments and that these are monitored and reviewed on a regular basis
- Ensure the Trusts H&S policy is reviewed annually

## **Academy Principals**

- Ensure H&S is implemented and managed in their academy in accordance with Trust Health and Safety Policies and procedures
- Ensure a specific H&S procedure is in place relevant to their academy
- Ensure where required academy specific policies and procedures are in place to deal with specific risks within their academy
- Ensure there are adequate resources within the budget for health and safety
- Identify persons within their academy who will have specific H&S responsibilities and be a Competent Person for the academy
- Ensure adequate H&S training is provided to enable persons to carry out their responsibilities (for all staff)
- Ensure that systems are in place for the effective monitoring of health and safety performance within their academy

## **Central Team**

- Assist, monitor and formulate Shireland Collegiate Academy Trust's Health and Safety Policy through consultation with management and Trades Union appointed Health and Safety Representatives/employee representatives.
- Monitor the implementation of Shireland Collegiate Academy Trust's Health and Safety Policy, review performance, and report thereon to the Trust and SLT.
- On behalf of Shireland Collegiate Academy Trust, working in conjunction with the CEO to exercise executive powers, which may include the cessation of work activities, where there is a serious and imminent risk of injury to person(s).
- Report, as necessary, to Trustees on Health and Safety matters.
- Liaise with the Health and Safety Executive and other appropriate bodies as necessary.

## **Key Personnel (e.g site managers, SLT members)**

- Being accountable for the implementation of the Policy, management arrangements, Risk Control Systems, workplace precautions and performance standards within their area of control.
- Ensuring that responsibilities for safety, health and welfare are properly assigned and understood by employees within their area of control and where appropriate develop a local policy/procedure specific to their area.
- Ensuring that hazards are identified, and that written Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes or machinery and so on, and at not less than 12 monthly intervals.
- Making sure that there is communication and participation at all levels in health and safety activities.

- Supervising work activities adequately to ensure good health and safety standards are maintained.
- Making sure that employees new to the Trust and its Academies, as part of the induction process, successfully complete a health and safety induction programme as a minimum health and safety standard.
- Ensuring active monitoring of health and safety matters for example by undertaking health and safety inspections and surveys to ensure compliance with health, safety and welfare legislation.
- Seeking advice and liaising with the competent person, the Trust Central Team or external organisations on health and safety matters and best practice where necessary.
- Informing the Central Team of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy.
- Within their individual academy ensure that all site related health and safety tasks including statutory maintenance checks are undertaken at appropriate frequencies ensure that site related H&S issues are managed
- Bring to the attention of the Principal instances where standards fall below legal requirements
- Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage safety, health and environment responsibilities effectively and that contractor safety controls are adhered to

## All Employees

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their work activities
- Co-operate with the Shireland Collegiate Academy Trust on health and safety matters
- Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments, procedures, and protective measures with regard to their working practices
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare. To include safety devices such as protective clothing; first aid; signs/labels/notices; machinery guards, etc.
- Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others or any shortcomings in health and safety arrangements.
- Report all accidents, near misses, incidents of violence, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible and assist fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence.
- Attend any health and safety training identified as required

## **Pupils/Students**

Are expected in accordance with their age and aptitude, are expected to:

- Be responsible for their own health and safety
- Observe all the health and safety rules of their respective Academy and the procedures for and instructions of staff in relation to emergency situations
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safe

## **Policy Development**

Planning is the key to ensuring that health and safety efforts work at the Trust and its Academies, by planning and setting objectives, identifying hazards and assessing risks and implementing standards all help to create a positive health and safety culture.

Academies develop Risk Management Plans and Asset Management Plans which are reported on to the Trustees on a regular basis.

## **Co-Operation, Consultation and Communication**

Health and safety is part of the Trust KPIs and reported at each Trustee Board meeting. It is also monitored locally by each Academy Standards and Performance Committee on a termly basis.

All health and safety matters are communicated via the Trust and Academy Gateway. Heads of Department and Managers of Support Staff receive feedback concerning risk assessments, risks are either dealt with at local level by the site management team or risks requiring financial assistance are placed onto the asset management plan.

## **Competent Advice**

Each Academy will appoint a Competent Person (this could also be a group of people) who is responsible for co-ordinating and managing health and safety across the site. A competent person is someone with the necessary skills, knowledge and experience to give sensible advice about managing the health and safety risks at the school. Further support can be obtained by collaborating with other Academies and seeking guidance from the Central Trust Team alongside the services of an external consultants.

## Measuring Performance

This Policy will be monitored actively through management health and safety auditing systems carried by external organisations and also through the role and functions of Trades Union appointed Health and Safety representatives / employee representatives, and reactively by the continued collation of accident, near miss, violent incident and ill health statistics produced on a regular basis. S-CAT will utilise 'iamcompliant' software for all local operational risk assessments and planned maintenance/monitoring.

## Arrangements

This Policy sets out a general framework for the organisation and arrangements for health and safety within Shireland Collegiate Academy Trust. In a complex and diverse organisation such as the Shireland Collegiate Academy Trust, reference must be made to the individual academy's Health and Safety Procedure, and to the S-CAT Health and Safety management plan. This document should therefore be read in conjunction with the other documents listed below.

- Health and Safety Management Plan
- Premises Management Procedure
- Work Equipment Procedure
- Work at Height Procedure
- Science Health and Safety Procedure
- First Aid Procedure
- Lone Working Procedure
- Art, Design & Technology Health and Safety Procedure
- Construction Design and Management (CDM) Procedure
- Control of Chemicals Procedure
- Display Screen Equipment Procedure
- Fire Safety Procedure
- Health and Safety Training and Induction Procedure
- Risk Assessment Procedure
- Portable Appliance Testing Procedure
- Management of Asbestos Procedure
- Management of Legionella Procedure
- Management of Contractors Procedure
- New and Expectant Mothers Procedure
- Manual Handling Procedure
- Food Hygiene/Allergy Procedure
- Staff Wellbeing and Mental Health Policies and Action Plan

## Mandatory Site-Specific Documents

All sites as a minimum will have mandatory documents and procedures in place based around the individual academy with all subsequent site-specific risk assessments. The Principal of each academy has the responsibility to ensure that the documents specified below are in place and reviewed annually or due to an incident.

- Fire Logbook
- Academy Health & Safety Procedure
- Academy Emergency Plans (to include evacuation and lockdown plans)
- Academy Fire Risk Assessment & Workplan
- Evolve procedure & checklist
- Asbestos Control Plan

## Review

This Health and Safety Policy will be reviewed on an annual basis and amended accordingly.