

Shireland Collegiate Academy Trust Policy

Health and Safety Policy

Committee and Date Approved	Trust Board –
Category	Statutory - DfE
Next Full Review Date	Annually
Policy Availability	Trust Website
Officer Responsible	CEO

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

Contents

Statement of Intent	3
Responsibilities.....	4
Management of Health & Safety – Plan, Do, Check, Act	7
Policy Development	9
Committees.....	9
Co-Operation, Consultation and Communication.....	10
Competent Advice	10
Power to stop activities	11
Contractors and Visitors.....	11
Statutory inspections.....	11
Emergencies.....	11
Measuring Performance.....	11
Training and Support	12
Arrangements	12
Mandatory Site-Specific Documents	13
Review	13
Appendix 1 – List of current H&S Personnel.....	14
Appendix 2 –Responsibilities Matrix	15
Appendix 3 – General H&S inspection checklist.....	17
Appendix 4 – Lessons learnt and Safety Alert Template	19

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. The Trust acknowledge and accepts our statutory and moral responsibilities and recognises that good health and safety performance is an integral part of meeting that responsibility. As such, we are committed to doing everything reasonably practical to provide, sustain and promote a healthy and safe environment to secure the health, safety and welfare of our students, staff, parents and visitors.

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
- On an annual basis, reviewing where necessary and publishing copies of all current policies and procedures
- Providing clarity on those policies that remain the responsibility of the Academy along with a schedule for their review
- Ensuring through a variety of methods that Academies are complying within the legal framework for statutory Health and Safety Compliance.

Academies are responsible for:

- Adhering to the policies issued by the Trust
- Developing and implementing their own procedures that align with those of the Trust
- Complying with all Statutory Health and Safety Regulations

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 working and 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:

- Suitable assessments of the risks to the health and safety of students, employees whilst at work, and the risks to the health and safety of non-employees arising out of or in connection with work activities
- Ensuring the Academies provide a safe place of work, safe plant, equipment and machinery and, the safe use, storage, handling and transportation of articles and substances at work
- Promoting a safe and healthy working environment with adequate welfare facilities
- Providing 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.
- Encouraging staff members to participation in. Safety Committees and team meetings. In doing so, recognising 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 will;

- 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
- Robustly review Health and safety performance and make sure corrective actions are agreed and monitored where performance falls below the required standard
- 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 delegation of responsibility is matched with grade, skills and training
- 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
- Robustly review Health and safety performance for their Academy and make sure corrective actions are agreed and monitored where performance falls below the required standard

Central Team

- Assist, monitor and formulate Shireland Collegiate Academy Trust's Health and Safety Policy through consultation with appropriate stakeholders.
- Monitor the implementation of Shireland Collegiate Academy Trust's Health and Safety Policy, review performance, and report thereon to the CEO and Trustees.
- 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 within the Academy (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, following an incident or near miss 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 regarding 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

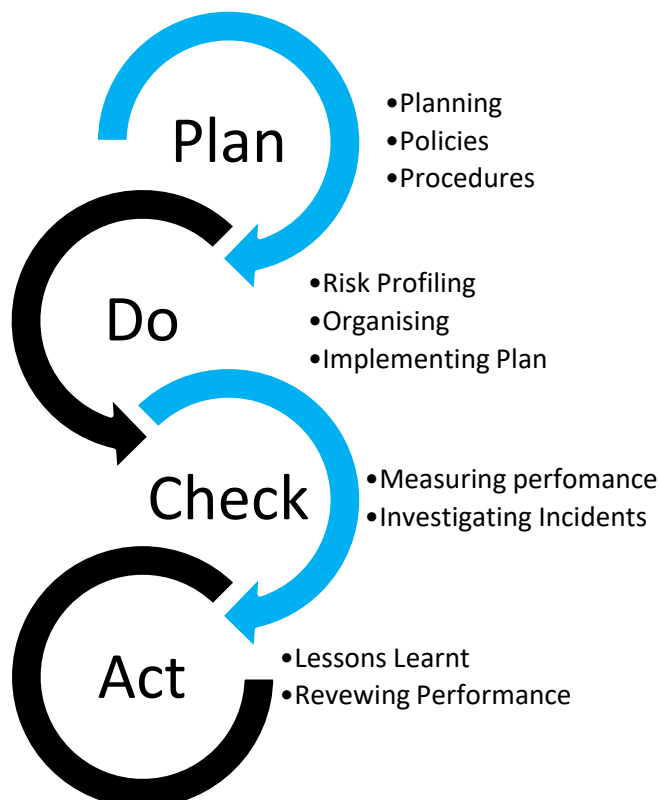
Are expected in accordance with their age and aptitude, are expected to:

- 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 safety
- Not do, or cause a danger for staff, peers or visitors to the Academy

Management of Health & Safety – Plan, Do, Check, Act

S-CAT recognises that managing health and safety requires a sustained and systematic approach and will adopt the Health and Safety Executive (HSE) model of good practice which contains the steps Plan, Do, Check, Act. This cyclical approach helps to ensure that policies, structures, systems, procedures and practices are aligned to the culture, treating health and safety management as an integral, rather than as a stand-alone system.

The HSE model is illustrated as follows:



In adopting this approach S-CAT and its Academies will ensure that:

Plan

- **Policy** - Appropriate written statements of policy and procedure on health and safety are in place, and that there are effective arrangements for implementation.
- **Planning** - There are effective plans in place for the management of health and safety activity and that any additional funding requirements to address health and safety issues are identified through annual capital allocations whilst ensuring contingency plans are in place in the event of an emergency.

Do

- **Risk Management** - Risks to staff, pupils, contractors, and any other people who could be affected by academy activities are assessed and recorded. A risk assessment catalogue is generated, and copies are held at all Academies. A 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.
- **Control Measures** - Senior staff and 'owners of risks' are responsible for ensuring that appropriate controls are implemented for significant risks arising from Academies activities.
- **Implementing Plans** - There is access to competent health and safety information, advice, and guidance about the risks in the workplace and the control measures.
- **Instruction and training** - Is available for employees in how to deal with the risks and ensuring there is adequate and appropriate supervision in place. Staff will continually develop their own competence through health and safety induction and refresher training and specific training where necessary.
- **Health and Wellbeing** - 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.

Check

- **Measuring Performance** - Ensure compliance with legal and statutory requirements and monitoring and reviewing all Health and Safety arrangements.
- **Inspection** - Ensuring adequate control of hazards within organisations. An inspection checklist has been produced (and is contained in appendix 3) and should be completed on a routine schedule within Academies. Principals are responsible for ensuring that an inspection routine is established within their institutions.
- **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 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.
- **Accidents and Incidents** - All notifiable accidents and incidents will be logged on an S-CAT approved online system. In addition, all accidents/incidents will be

investigated, and a policy and process will be established to ensure appropriate and thorough investigation.

- **RIDDORs** – to be reported by the Academies and S-CAT should be notified prior.

Act

- **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.
- **Learning Lessons** – After an accident or incident lessons will be learnt 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 4.

Policy Development

Planning is the key to ensuring that health and safety efforts are effective within 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.

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.

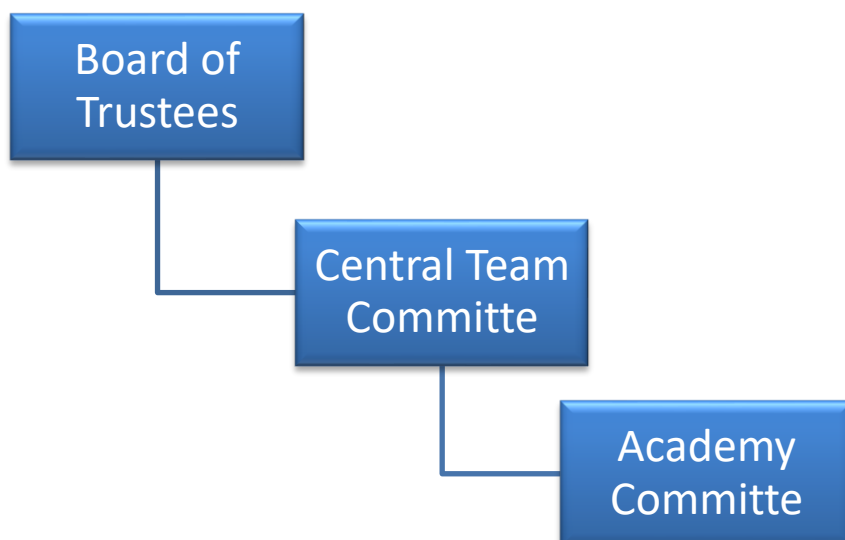
The Board of Trustees have committed to H&S formally and have issued a statement of intent for S-CAT. All sites are required to have a H&S procedure, implementing and complementing the statement of intent. A range of procedural documents for Academies will be adopted and will be approved by the Board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

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

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 established Terms of Reference and local reporting structures.

The below diagram shows the H&S committee structure across the Trust.



Co-Operation, Consultation and 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 will actively listen to views and suggestions for improvement on H&S issues giving 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 online portal is established, which will form the focus point for H&S and safety information across the Academies. A compliance management system ('iAM Compliant') will be established where advice and information can be sought.

Health and safety is monitored through 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.

A network of H&S professionals and other interested parties are available to ensure appropriate communication and coordination.

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.

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

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.

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.

Statutory inspections

H&S regulations place a duty on organisations to ensure statutory 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.

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.

Measuring Performance

This Policy will be actively monitored using various methods these will include;

- External Audits of Health & Safety
- Feedback from TU representatives and local Health and Safety Committees
- Reviews of accidents and near misses
- Monitoring through the iAMcompliant system

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 Competent Person(s) are well trained and have access to ongoing training to ensure their continued competency and understanding.

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. This document should therefore be read in conjunction with the other documents listed below.

- 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
- Adverse Weather Conditions Procedure
- Carbon Monoxide Procedure
- Pest Control Procedure
- Cleaning & Hygiene Procedure

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 Plan
- Academy Emergency Evacuation Plan
- Academy Lockdown Plan
- Academy Fire Risk Assessment & Workplan
- Evolve procedure & checklist (Obtained by using Evolve as a Trips system)
- Asbestos Control Plan
- Legionella Control Scheme
- COSHH Data Sheets and Assessments
- Risk Assessments
- Premises Logbook
- Legionella Logbook

Review

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

Appendix 1 – List of current H&S Personnel

Location / Academy	Current Post Holder
S-CAT CEO	Sir Mark Grundy
S-CAT Finance and Compliance Director	Jane Kellas
S-CAT Operations Manager	Hasnain Panjwani

Academy	Current Post Holder Principal & Site/Business Manager
Shireland Collegiate Academy	David Irish Jackie Ocallaghan
West Bromwich Collegiate Academy	George Faux Paul Reeves
Thorns Collegiate Academy	Manny Kelay David Grove
Holyhead Primary Academy	Matt Wynne Lisa Smith
Shireland Technology Primary	Kirsty Grundy
Tameside Primary Academy	Mitchell Hill Conor Adderley
Wallbrook Primary Academy	Lorna McGregor Steve Dell
Lightwoods Primary Academy	Rob Matthews Chris Tomkins
Tinywoods Nursery (Based at LPA)	Chris Tomkins
First Steps Nursery (Based at SCA)	Jackie Ocallaghan
Shireland Biomedical UTC	Due to join January 2022
Wednesfield Technology Primary	Due to open September 2022

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 adequate provision for fire safety to include good housekeeping and maintenance of protected evacuation routes		√
	Ensuring annual servicing of firefighting equipment as well as recorded monthly visual checks for signs of tamper		√
	Ensuring recorded termly evacuation drills are completed and lessons are learnt, if necessary		√
	Ensuring weekly fire alarm tests and door release mechanisms are tested and recorded.		√
	Emergency lighting tests monthly flick tests and annual battery drain down 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 lifts and lifting equipment		√
	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	EICR (Electrical Installation Condition Reports) to include appropriate actions		√
	Legionella Risk Assessment and appropriate schemes of work to include flushing regimes, temperature testing, cleaning and chlorination of tanks and samples where appropriate		√
	Maintenance and updating of Asbestos register to include condition monitoring		√
	Gas Safety Inspections		√
Monitoring and Review	Audit of H&S Management systems	√	
	Physical Inspections of each site	√	√
	Monthly / Termly Health and Safety compliance checks undertaken by Trust Central Team	√	

Appendix 3 – 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 4 – 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