



Engage MAT

Health and Safety Policy

Date of ratification: November 2017

Date of review: ...November 2018



Health and Safety Policy

Part 1: Statement of Intent

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance as a trust. Our overall objective is to provide and maintain a safe and healthy environment for our staff and pupils and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continually improving our performance taking into account human and cultural factors.
- Ensuring that health and safety management is an integral part of decision making and organisational processes.
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks.
- Providing a safe and healthy working environment for our staff, pupils and others working in the school.
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives.
- Complying with statutory requirements and where possible best practice.
- Investigating and learning the lessons from accidents and work related ill health incidents.
- Providing effective information, instruction and training to enable our staff to be competent in their roles.
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities and objectives.
- Working with and monitoring our contractors to ensure consistent health and safety standards.

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We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

Name/Signature of Chair of Board: P Harris

Date:

Name/Signature of CEO: D Reynolds

Date: 22/11/17

Review date: November 2018

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Part 2: Responsibilities and Organisation

Introduction

To comply with the Trust's Statement of Intent the following responsibilities have been assigned:

The Trust Board

The Trust Board has responsibility for ensuring that suitable and adequate organisation and arrangements are in place for the management and control of health and safety within the trust. In particular, we will ensure that:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety for staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- A lead director for health and safety is nominated.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- **Sufficient funds are set aside with which to operate safe systems of work.**
- **Adequate time and resources are given to individuals to fulfil their roles as defined by this policy**
- Health and safety performance is monitored and targets for improvement are set.
- The Trust's health and safety policy is reviewed at least every two years
- The management of health and safety considers the needs of anyone with a protected characteristic under the Equalities Act

The CEO

The CEO will be responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Be fully and visibly committed to the Trust's Statement of Intent for health and safety ensuring that a positive health and safety culture is actively demonstrated and promoted through their own leadership.

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- Ensure that risk assessments are undertaken as appropriate by competent persons and that adequate control measures are taken on a risk basis to reasonably minimise the health and safety risks to staff and any other people who may be affected by the school's activities
- Monitor and review health and safety performance through:
 - Undertaking health and safety inspections of work areas/practices in line with relevant policy
 - Setting health and safety targets and objectives through appraisals and other supervisory reviews
 - Reviewing incidents and accidents
 - Monitoring commissioned and contracted work under their control for compliance
 - Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act
- Develop safe systems of work and procedures and ensure that they are implemented
- Set a personal example by including health and safety management in daily management practice and demonstrating safe personal working practices
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people.
- Ensure that they personally undertake all relevant training and all staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
- Ensure that advice is sought from other organisations such as The Health, Safety and Well-being team at County or The HSE where necessary.
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations

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- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated and the findings acted upon without delay
- Ensure there are adequate and effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them.
- Ensure information that may assist safety representatives in their role is provided to them as necessary.
- Report to the Governing Body at least annually on the school's health and safety performance.

The Lead Director for Health and Safety, Phil Harris, has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- To scrutinise and review health and safety performance.
- To provide support and challenge to the CEO in fulfilling their health and safety responsibilities.
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented.

School Health and Safety Coordinators are Operations/Premises team

The School Health and Safety Coordinators have the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.

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- To make provision for the inspection and maintenance of work equipment.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors.
- To advise the CEO of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Senior Management

This includes the Executive Headteacher, Head teachers, Heads of School, Assistant Heads, Curriculum co-ordinators, Heads of Departments, Admin Managers and Caretakers. They have the following responsibilities:

- Apply the Trust's Health and Safety Policy and the relevant Health and Safety Codes of Practice to their own department or area of work and be directly responsible to the Executive Head teacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments for the activities for which they are responsible.
- Ensure that all staff which they manage are familiar with the relevant health and safety Codes of Practice, for their area of work.
- Resolve health, safety and welfare problems for members of staff which are referred to them, or refer to the Executive Head teacher any problems to which they cannot achieve a satisfactory solution within the resource available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.

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Staff

All staff are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

Employee Consultation/Safety Representatives

The Trust believes that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

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Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety consequences for staff, the Trust Board will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

Staff

All staff have individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the Trust's health and safety policy and procedures at all times
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with instruction, training and information received.
- Wear, use, store, maintain and replace personal protective equipment as appropriate
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role

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Pupils

Pupils, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Part 3: Procedures and Arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent.

Lead Director for Health and Safety

The lead director with responsibility for health and safety is:

Risk Assessments:

General Risk Assessment

General Risk Assessments will be coordinated by the Operations/Premises Team.

The Premises Team will be responsible for ensuring the actions required are implemented.

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Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed for the premises by the Premises Team following guidance and documentation on Schools' PeopleNet.

Manual Handling

Manual handling risk assessments will be carried out by the Premises Team and Caretakers following guidance and documentation on Schools' PeopleNet.

Computers and Workstations

Computer and workstation risk assessments will be carried out by individual staff members following guidance and documentation on HSE/ Schools' PeopleNet.

Desks should be maintained to be as clear as possible.

Passwords should never be shared and should be changed on a regular basis.

Hazardous Substances

Caretakers will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned below, or in the Caretaking Health and Safety Code of Practice, following guidance and documentation on Schools' PeopleNet.

Violence to Staff

Assessment of the risks of violence to staff will be carried out by the Executive Head teacher following guidance on Schools' PeopleNet. This assessment cross-refers to the school's Rewards and Relationship's policy.

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Risk Assessment of Curriculum Activities

Risk Assessments for curriculum activities will be carried out by relevant Heads of Department and subject teachers using Health and Safety curriculum Codes of Practice on Schools' PeopleNet.

Consultation with Employees

Union-appointed safety representatives at Trust schools are consulted.

Consultation with employees not represented by a union is facilitated by the Executive Head teacher.

Safe Plant and Equipment

Plant and equipment will be inspected, maintained and, where necessary, tested by appropriate contractors.

The Trust will complete PAT testing every two years.

Routine local testing of emergency lighting, fire alarm call points, flushing of infrequently used water outlets and monthly water temperature monitoring will be carried out by the caretakers.

Any problems or defects with plant and equipment should be reported on Smartlog (online tool) or relayed to the Premises Team.

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Information, Instruction and Training

Information and Advice

The Health and Safety Law Poster is displayed in all Trust schools staffrooms and/ or Reception

Health and safety advice is available from the CEO/Executive Headteacher/Operations Manager/ Premises Leads. Alternatively from the Health, Safety and Well-being Team (HR Direct) on 01603 222212 or email hrdirect@norfolk.gov.uk

Health and Safety Training:

Induction

Health and safety induction training will be provided for all new employees and for work experience placement students by guidance issued within staff induction packs.

Employees named below have received or will receive health and safety training in the following areas:

Strategic Health and Safety Management and Premises Management Training

- Health and Safety for Governors : Designated Director and Governor for H&S
- Health and Safety for Managers: Premises Management Training
- Premises Management 1 – General: Operations Manager, Premises Team, Senior Admin leads plus 1 member of LT
- Premises Management 2 – Asbestos: Operations Manager, Premises Team, Senior Admin lead plus 1 member of LT
- Premises Management 3 – Fire Safety Risk Assessment: Operations Manager, Premises Team, Senior Admin lead plus 1 member of LT

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- Premises Management Refresher:
- Risk Assessment: covered within Premises Management/ IOSH Training
- IOSH; Operations Manager, Premises Team

The HSE recommends that for larger premises three or four staff attend Premises Management training to allow for sickness, holidays etc. This will be managed by Premises team.

Curriculum/Subject Specific Health and Safety Training

Secondary Science

- CLEAPSS Health and Safety Management for Heads of Science or their Deputies
- CLEAPSS Radiation Protection Supervisor Training: N/A
- CLEAPSS Health and Safety for Science Technicians:

Secondary Design & Technology

- H&S Training Standards in Design and Technology
- CLEAPSS Health and Safety Management

Food/Textiles

- Level 2 Award in Food Safety

Art and Design

- NSEAD - The National Society for Education in Art and Design

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Primary and Secondary PE and School Sport

- Risk Management in PE and School Sport:
- Safe Supervision of Swimming for Teaching Assistants: N/A

Outdoor Education

- Educational Visits Coordinator:

Occupational Risks

- First Aid at Work:
- Schools First Aid:
- Emergency First Aid at Work:
- Paediatric First Aid (for schools with children up to age 5):
- Manual Handling:
- *Moving and Handling of Disabled Pupils:*
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training:
- Norfolk Steps (Team-Teach) training:

Caretaking/Site Management

- Ladder Training including working at height
- Legionella
- Slips ,trips and falls
- Asbestos
- Fire Safety
- Lone working
- IOSH/NEBOSH

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Health and Well-Being

- Well-Being Facilitators:

Minibuses

- Norfolk County Council Minibus driver training: Designated staff in each base.

Training Records and Training Needs Identification

Health and safety training records are held by: Operations Manager, HR team and Premises Team – Training Matrix grids.

Training needs will be identified, arranged and monitored by: Operations Manager and Premises Team.

Incident Reporting and Investigation

All accidents and cases of work-related ill health involving employees (or non-employees where the injury is caused by a defect in a work activity, equipment or premises and where the non-employee is taken directly to hospital) must be recorded in the school incident reporting system.

Minor injuries to non-employees (i.e. pupils and visitors) where first aid is given will be reported on the First Aid Record of Treatment form. These forms are kept in staffrooms.

The Headteacher will investigate all incidents and act on findings to prevent a recurrence.

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First Aid

First aid boxes are kept throughout the schools (locations are displayed on posters throughout the buildings).

Employees available to provide first aid are named on posters displayed throughout the buildings.

Managing Medicines

The appointed person in schools are responsible for checking the boxes to ensure that the contents remain in date and fully stocked.

Leads in each team are responsible for control of administration of medicines to pupils. Prescribed medication will be administered to pupils following guidance and documentation.

Site Security and Visitors

All visitors must report to Reception where they will be asked to sign the visitor's book and wear a visitors' badge; please refer to our Visitor Policy

Other arrangements to ensure the security of pupils and employees on site are: Doors remain locked/closed at all times.

On-Site Vehicle Movements

The risks of persons and vehicles coming into contact will be controlled by the following measures: Clear car parking bays/signs and safe supervision where required.

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Selection and Management of Contractors

Contractors are selected and managed following guidance and documentation on Schools' PeopleNet.

Management of Asbestos

The asbestos register and asbestos management plan are held in each school at reception. Reception staff are responsible for ensuring that contractors who may be working in areas where asbestos has been identified sign the register and that any changes to the register are notified to the Operations/Premises Team immediately.

Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following guidance produced by the Outdoor Education Advisers Panel

Occupational Health

Access to occupational health services is via PAM (referral through HR procedures).

Emergency Procedures – Fire and Evacuation

Escape routes are checked by the Caretaker daily.

Fire extinguishers are maintained and checked by the Caretaker weekly and by T&P fire annually.

Alarms are tested every week and the alarm panels serviced every 3 months by T& P fire.

Emergency evacuation procedures will be tested once every term and will be recorded.

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Monitoring

Routine inspections of the premises to ensure safe working practices are being followed will be carried out by the Premises Team and H&S Committee representatives.

Inspections of individual departments and specific work areas will be carried out by Heads of Department or nominated staff.

Equality Impact Statement

The Engage Trust has reviewed this policy for its impact on issues of equality. The policy has been considered in relation to the following protected characteristics

Gender

Disability

Sexual Orientation

Ethnicity

The Engage Trust has not identified any issues in relation to these protected characteristics and has carefully considered whether any element of this policy would adversely impact upon the equality of access or opportunity for any staff member or service user, and have been unable to identify any impact that would require mitigation

Review of Policy

This policy will be reviewed annually