



# **Health and Safety Policy**

<b>Review date:</b>	<b>March 2023</b>
<b>Next review date:</b>	<b>March 2024</b>
<b>Staff resp. for review:</b>	<b>CEO</b>

## **Introduction**

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with The Manor Trust Board of Directors. However, each school, supported by The Manor Trust central team, will manage its own Health and Safety procedures which fully integrate with this Policy and will publish their individual Health and Safety policies on their websites.

## **Health and Safety**

1.17 “The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and its regulations. Under the Act the academy trust, as an employer, is responsible for the health and safety of its staff, pupils, and any visitors. In particular, we are pointing you to the key legislation and guidance about safeguarding, health and safety and estates management by which you are already bound. It is essential. Nothing is more important than keeping children and those who work with them safe; this and effective education can only be achieved in a well-maintained, secure, and comfortable environment”.

Headteachers are responsible and accountable for the implementation of and compliance with this policy within their school although health and safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

## **Policy Statement**

The Manor Trust Board fully recognise and accept our duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974; Health and safety: responsibilities and duties for schools Guidance (updated 19 July 2021); Health and Safety Executive guidance for Education and associated legislation.

This policy identifies the essential elements of our Health and Safety management system and details the commitment the Trust Board has for maintaining and improving the health and safety of our staff, and others who may be affected by our activities. So far as is reasonably practicable, we will provide a safe and healthy work environment that meets statutory requirements.

Our employees are our key resource and it is crucial that risks to their health and safety are properly controlled through an effective health and safety management system. We expect staff, pupils, visitors, contractors, and other employers to share this commitment by complying with our policies and procedures and to understand that they also have a legal and moral obligation to themselves and to others.

We believe that good health and safety management is an important and integral part of any employer's social and corporate responsibility. The avoidance of significant risk to the health or safety of people is a key business priority. To do this effectively we will take a systematic approach to identifying risks and ensuring that resources are allocated proportionally to manage them. We require each academy to examine their own work activities and make suitable and sufficient assessments of

any health and safety risks. These assessments will determine academy priorities and set objectives for eliminating hazards, reducing risks and achieving a progressive reduction in injury, work related ill-health and other types of loss.

The Trust Board recognises the importance that strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents, accidents and work-related ill health. We are committed to improving health and safety performance and this policy will provide the framework for this goal to be achieved. The Trust Board values the important contribution that staff and appointed safety representatives make in improving health and safety.

A partnership approach to managing health and safety is crucial to enable the Trust Board to meet its objectives for maintaining and improving health and safety performance. Health and Safety at Work legislation places a responsibility on all employers to ensure the health, safety and welfare at work of all employees, and on all employees to take reasonable care of their own safety. Teaching staff have a responsibility in loco parentis for the safety of children in their care.

The Trust Board accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the Trust's premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

It is the aim of the Trust Board, academy leadership groups and advocate teams 'To provide a safe and healthy working and learning environment for staff, pupils and visitors'.

The arrangements outlined in this Policy and the various other safety provisions made by the Trust Board and academy leadership groups cannot prevent accidents or ensure safe and healthy working conditions. The Trust Board believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety.

The Trust Board, academy leadership groups and Health and Safety personnel will take all reasonable steps to identify and reduce hazards within its control to a minimum. However, all staff and pupil/students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the school premises or whilst taking part in school sponsored activities.

The Chief Executive Officer makes this statement on behalf of The Manor Trust Board, as the employer, and takes primary responsibility for the setting of standards to ensure the health and safety of all employees and others who may be affected by our activities.

## **Organisation**

Although overall accountability for health and safety lies with The Manor Trust Multi-academy trust, day-to-day running of each academy including responsibility for the health and safety of staff and pupils is delegated to the Headteacher/Head of School,

who in turn will delegate particular functions to other staff, in particular the premises manager. They have a key role in making sure risks are managed effectively on site. Sensible and effective management of health and safety relies on every member of the management team making sure risk is managed responsibly and proportionately. Good communication by all parties is critical to getting this right.

Health and safety representatives, safety committees and advocates also play a valuable role in contributing to the development of a positive health and safety culture.

## **Manor Trust Board**

Under the Act the academy trust, as an employer, is responsible for the health and safety of its staff, pupils, and any visitors.<sup>1.17</sup>; (Academy trust handbook 2021);

As the employer the Trust is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. Health and safety functions are delegated to members of staff in each academy to fulfil on behalf of the employer. However overall legal accountability for the health and safety of employees and others cannot be delegated and remains the responsibility of the employer.

As the employer the Trust will:

1. Put in place sensible approaches to health and safety, with clear policies that focus on the real risks;
2. Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by school activities;
3. Tell employees about the real and significant risks in the school and the precautions they need to take to manage them (refer to arrangements section);
4. Make sure employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice;
5. Check that control measures have been implemented and remain appropriate and effective;
6. Ensure Health and Safety is a standing item on the audit and risk committee agenda;
7. Ensure that an annual health and safety report is published;
8. Ensure that a positive health and safety culture is established and maintained across the Trust.

## **Finance, Audit and Risk Committee**

The Finance, Audit and Risk Committee's responsibilities are to review, recommend to the Board and implement the Trust health and safety plan; identify and manage risk at all levels of the Trust. Oversight of Health and safety is delegated to The Local Governing Bodies as per The Trust scheme of delegation.

The Finance Audit and Risk Committee's responsibilities are to inform and advise the Trust board on:

1. review of the health and safety policy;
2. risk mitigation;
3. recommendations of compliance audits;
4. incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.

## **Local Governing Bodies**

Local Governing Bodies have a responsibility to monitor the estates of their schools including health and safety. They will ensure, through regular reporting, that they monitor health and safety reports and updates.

1. Monitor and report to the Trust Board on the effectiveness of the Trust's health and safety systems.
2. 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.
3. Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.
4. Receive regular updates, Health and Safety inspections and audits from the Leadership teams and relevant personnel within the academies.

## **Headteachers**

Headteachers and each academy leadership group have considerable autonomy in the day-to-day running of their establishment. It is important that they exercise this autonomy in line with the trust's policies, procedures and standards. The Headteacher will delegate to the School Business manager.

The Headteacher, through delegation to School Business Managers, will ensure that:

1. the school is following the Trust health and safety policy and has effective arrangements for managing the real health and safety risks at the school;
2. effective communications with employers and the academy workforce, are maintained and give clear information to pupils and visitors, including contractors, regarding the significant risks on site;
3. suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances;
4. for high-risk activities, safe systems of work are identified via a risk assessment;
5. information and advice on health and safety is acted upon and circulated to staff and advocates;
6. regular inspections are carried with reports submitted to the Trust Board;
7. make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility;

8. consult and work with recognised TU safety representatives/employee representatives and safety committees;
9. make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly;
10. appropriate tasks are delegated to the school's facilities manager and other premises staff;
11. those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.

## **Facilities Manager/Caretaker**

The Facilities Manager, Caretaker or Premises Manager take on the lead for health and safety on site. They often provide the focal point for the school's health and safety management arrangements. Their academy wide roles may include:

1. management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
2. advising contractors of site specific risks and overseeing their activities on site;
3. ensuring staff and visitors are aware of the on-site procedures and the precautions to follow accident and incident reporting;
4. the premises are kept clean and that adequate welfare facilities are provided;
5. adequate security arrangements are maintained;
6. adequate fire safety arrangements are implemented;
7. regular testing and maintenance of electrical equipment, including portable equipment, takes place;
8. adequate systems are in place for the management of asbestos and control of Legionella;
9. all premises-related accidents/incidents are recorded and investigated;
10. regular inspections of the premises take place;
11. a copy of the Health and Safety Law poster is displayed in an easily accessible location;
12. implementation, monitoring and review of training procedures;
13. preparation of reports and returns for the school leadership team.

Note – As the requirements / and skill sets are different in each academy, specific roles and responsibilities must be identified at academy level and documented in their Health and Safety Policy.

## **Senior Leadership Team/Teachers**

Have expertise in their topic areas and are in the best position to advise or lead on the arrangements for assessing and managing risk in their department / classrooms. Academies may appoint a subject specialist or other nominated lead to take a primary role in providing support across the academies range of activities.

Nominated health and safety leads should:

1. have sufficient authority to take the lead responsibility for health and safety
2. have time, resource and competence to fulfil the role.

## **Staff**

All of the academy workforce play an important part in sensible health and safety management in academies. Staff involvement make a vital contribution towards achieving safer and healthier workplaces, and help develop sensible rather than over cautious approaches.

Staff must:

1. take reasonable care for their own health and safety and that of others who may be affected by their actions;
2. be familiar with the academy's health and safety policy;
3. ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils;
4. cooperate with the Headteacher, The Manor Trust board, advocate lead on health and safety, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
5. undertake all reasonable training as required and as directed and then apply the training during their employment; and
6. raise health and safety concerns in line with local arrangements, health and safety policies and procedures.

Each academy will establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas:

1. reporting of incidents/injuries/accidents;
2. asbestos management (where applicable);
3. contractors on site;
4. off-site activities;
5. school security;
6. slips and trips;
7. fire safety;
8. electrical safety;
9. ICT use;
10. first aid;
11. lifting/handling;
12. infectious diseases;
13. severe weather;
14. administration of medicines;
15. critical incidents;
16. lone working;
17. dignity at work;
18. stress management;
19. water safety/Legionella;

- 20. stress;
- 21. harassment and bullying, including cyberbullying; and
- 22. online safety.

## **Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our data protection policies.