



[www.swanlandeducationtrust.co.uk](http://www.swanlandeducationtrust.co.uk)

## Swanland Education Trust

### Health & Safety Policy

Swanland Education Trust recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, children and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not necessarily risk averse.

In particular the Trust will provide sufficient resources, time, effort and finance to ensure, that as far as is reasonably practicable it will:

- safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities;
- have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport;
- provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and children;
- maintain schools in a condition that is safe and without risks to health, including safe means of access and egress and welfare facilities;
- consult with employees or their recognised representatives about health and safety matters.

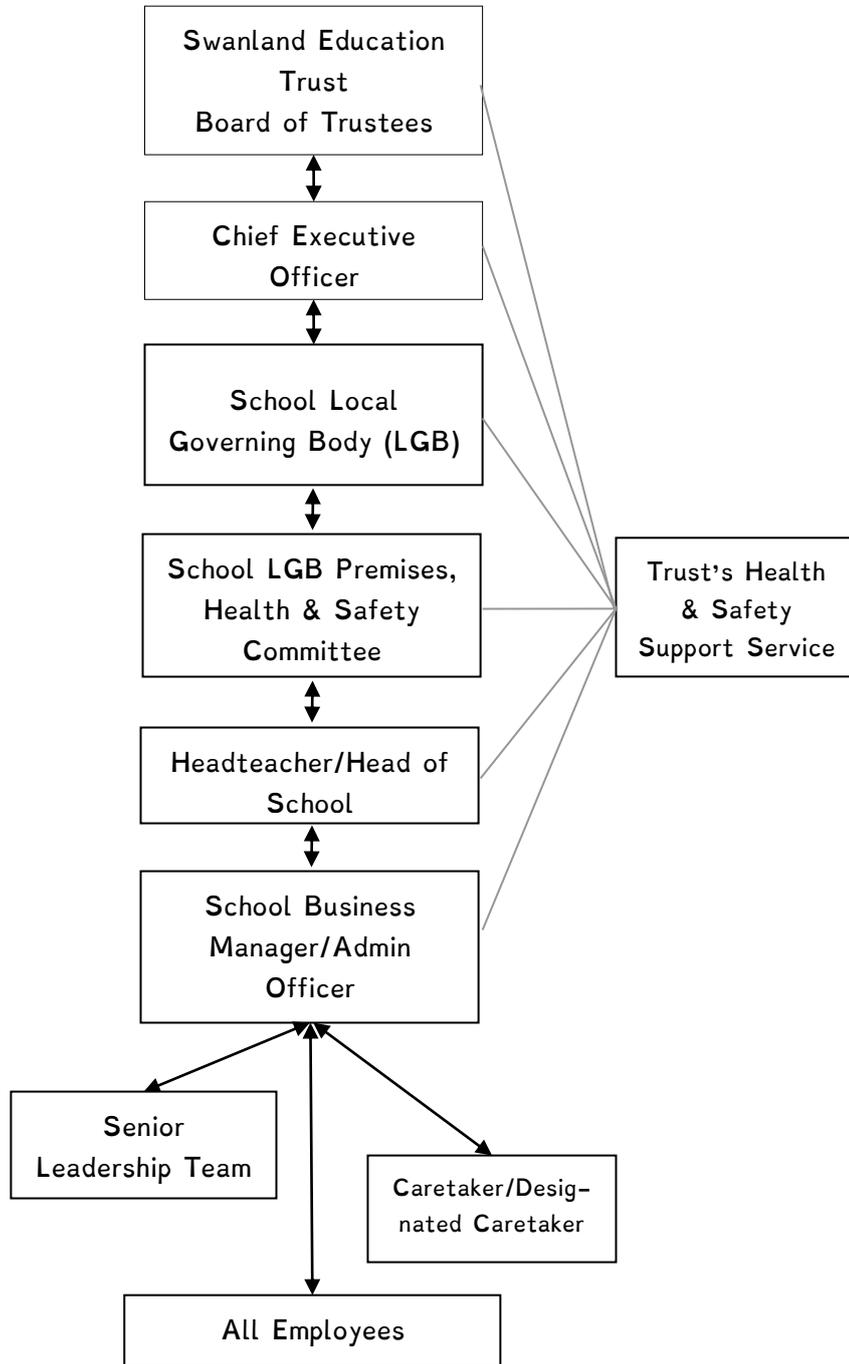
This policy will be reviewed on a regular basis and, in any event, not less than every two years.

Chief Executive Officer:  Date: 8<sup>th</sup> December 2017

Chair of Board of Trustees:  Date: 8<sup>th</sup> December 2017

# ORGANISATION FOR SAFETY

## Lines of Responsibility



Lines of authority/accountability



Available lines of guidance & support

## **ROLES AND RESPONSIBILITIES**

### **1) Board of Trustees**

The Board of Trustees is the employer and has overall responsibility for health and safety throughout the Trust. It has a strategic role and is responsible for implementing Trust-wide policies and guidelines to which each school within the Trust must adhere.

### **2) Chief Executive Officer**

The Chief Executive Officer reports directly to the Board of Trustees and is responsible for ensuring each school is aware of all health and safety policies and procedures and the requirement for them to be adhered to by each school. The Chief Executive Officer will also feedback any issues/concerns of which the Board should be aware.

### **3) Local Governing Body (LGB)**

The LGB must act as a corporate body.

It carries out its function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives and policies and targets for achieving the objectives and reviewing progress.

In all cases the LGB will ensure that:

- the school adhere's to the Trust's health and safety policy;
- a school health and safety management plan is agreed and implemented in line with the Trust policy;
- risk assessments are carried out;
- all health and safety matters within the school are effectively managed;
- the wellbeing of the Headteacher/Head of School and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.

### **4) Headteacher/Head of School**

The Headteacher/Head of School, under the direction of the Local Governing Body, is responsible for implementing the Trust's health and safety policies and guidelines and the School's health and safety management plan. To achieve this, the Headteacher/Head of School must:

- produce and maintain a health and safety management plan and supporting safety procedures;
- ensure that all health and safety matters within the School are effectively managed;
- produce, monitor, review and report progress on the school's health and safety plan to the LGB;
- arrange for appropriate consultation with employees in the workplace;
- ensure all new employees receive a suitable and sufficient safety induction;
- ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work are developed and communicated to all staff;
- ensure appropriate equipment, tools and protective equipment is provided and maintained to enable work to be done safely and, where necessary to ensure safety, inspect equipment etc appropriately with records of inspections maintained;
- ensure relevant statutory inspections take place within the School;
- ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- ensure that an Educational Visits Co-ordinator is appointed and that visits are managed safely;
- ensure that formal health and safety inspections are carried out at least once each term and remedial action taken where necessary;
- ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible staff, but oversight and responsibility remain with the Headteacher/Head of School.

#### **5) Staff with Delegated Duties**

Staff are responsible and will be held accountable for achieving compliance with this policy within their area of service delivery.

They are responsible for the duties delegated to them by the Headteacher/Head of School.

In particular they have the following responsibilities:-

#### **School Business Manager/Admin Officer**

- To oversee administration of all health and safety matters under the direction of the Headteacher/Head of School, ensuring statutory requirements are met.
- To carry out specific risk assessments as follows: Display Screen Equipment, New and Expectant Mothers, Traffic Management (with Headteacher/Head of School) and other site risk assessments as required (with Headteacher/Head of School).

#### **Caretaker/Designated Caretaker**

- To ensure the following safety checks are carried out regularly as required:- play equipment, water temperature, fire alarm call points and emergency lighting.
- To ensure all chemicals in school are kept in locked cupboards and COSHH sheets are retained for each.
- To safely dispose of hazardous items, eg metal, fluorescent tubes, electrical equipment, as discussed with the School Business Manager/Admin Officer.
- To liaise with contractors working on site, ensuring they follow appropriate safeguarding and health and safety procedures.
- To maintain the site in a safe manner for children, visitors, contractors and staff.

#### **Teaching Staff**

- To ensure risk assessments of their workspace and exceptional activities are carried out and reviewed annually or as necessary.

#### **6) All Employees**

Every employee is expected to co-operate with the Trust, the Local Governing Body and the Headteacher/Head of School on all aspects of health and safety and in accordance with Section 7 of the Health and Safety at Work etc Act 1974, take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee:

- to carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- to use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- through the employee appraisal process and regular meetings, co-operate with managers in identifying any training needs, including updates and refresher training;
- all employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard in order to rectify or otherwise make the situation safe;
- to raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Trust's wellbeing policy;
- to report all accidents and any unsafe practices or conditions to their supervisor/line manager.

## **ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH AND SAFETY**

### **1) Policy and Guidance**

Trust policies, guidance and safe methods of working are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

### **2) Periodic Review**

All health and safety documents are reviewed either annually or less frequently if there are no changes to necessitate a review. Following an incident/accident, the relevant policy/guidance etc will be reviewed immediately.

### 3) Health & Safety Advice

Advice is available from the Trust's health and safety support service, which, in addition to visits, e mail and telephone advice, has a range of guidance documents and resources available (see Director of Business for further information and contact details).

### 4) Consultation on Health, Safety and Wellbeing

The school will:

- consult with employees about matters affecting their health, safety and wellbeing;
- ensure that health and safety is a standing item on all staff and management meetings;
- through the LGB, form a school Premises, Health and Safety Committee.

### 5) Training

All employees, including temporary employees and supply staff will receive Induction Training on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work. This will include:

- emergency procedures;
- first aid arrangements;
- accident reporting;
- hazard/safety issue reporting;
- location of policy, guidelines and other relevant documents;
- relevant risk assessments and safe systems of work;
- smoking restrictions;
- a tour of the premises/site;
- other relevant information;
- competency-based training relevant to the individual's role and development needs – this will be identified by managers and the Headteacher/Head of School and delivered by the most efficient means, eg specialist courses or local in-house team discussions.

Records of competencies, skills and training will be kept for management purposes.

## **6) Audits**

The School Governors and Headteacher/Head of School are expected to ensure that the School's health and safety management systems and records are audited once per year to identify any weaknesses and areas for improvement.

## **7) Inspections**

Periodic health and safety inspections (including Fire Safety) will be carried out by the Headteacher/Head of School or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once, but preferably twice, per term.

Results of inspections, including any remedial actions, will be recorded.

## **8) Risk Assessments**

All School activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

## **9) Health Surveillance**

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our schools.

## **10) Emergency Procedures**

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, eg fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

#### **11) Accidents, Injuries, Diseases and Dangerous Occurrences**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE). It is essential that the HSE guidance is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately. Further guidance and documents are available at: <http://www.hse.gov.uk/pubns/edis1.pdf>

All incidents should be reported and investigated in order to look for common trends.

#### **12) Employment of Young or Vulnerable People**

The safety of young (under 18 years) people has to be subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

#### **13) Other Statutory Arrangements and Regulations (Thorough Inspections, Asbestos, Water Hygiene etc.)**

Where relevant, the Headteacher/Head of School will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition.

#### **14) Contractors and Self-Help Maintenance or Construction**

Visiting contractors must be managed whilst on school sites.

Information about the risks, hazards and control measures (eg emergency procedures, asbestos, segregated area of work etc) that each party will be exposed to for the duration of an activity must be exchanged.

School staff must raise any concerns about contractor safe working practices immediately – if it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must follow all permissive protocols (internal, planning, building control etc) before activity commences. Such projects must comply with the Construction, Design and Management Regulations which places duties on the School, designers, contractors etc. Further guidance can be obtained from the Trust's health and safety support service.

#### **15) Safeguarding and Security**

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including:

- a policy;
- security measures;
- vulnerable areas that are well-supervised;
- appropriate disclosure and barring checks;
- visitor signing-in and identification arrangements.