

# Trust Policy

## Health and Safety Policy



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### Contained within this document:

- Organisation
- Responsibilities
- Arrangement

### This policy should be read in conjunction with:

- Managing Risk Procedure
- Risk Register
- Scheme Delegated Governance
- Safeguarding Policy



# Health and Safety Policy



## Policy/Procedure management log

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# Health and Safety Policy

## Introduction

Nova Education Trust has overall responsibility for the health, safety and welfare of staff and students and others affected by its activities in the trust properties. Nova Education Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a safety committee will be established by the Chief Operations Officer which will make recommendations on changes and improvements. The safety committee will meet termly.

Nova Education Trust will put in place clear procedures which focus on the key risks and in reviewing and monitoring that control measures have been implemented and remain appropriate and effective.

Although overall accountability for health and safety lies with the Nova Education Trust Directors who have delegated monitoring responsibility to the Local Governing Body's of its academy's and day-to-day responsibility for the health and safety of staff and students to the Chief Operations Officer and the Head of School/Headteacher of individual school's/academy's, who may in turn delegate particular functions to other staff.

## General Statement of Intent

The Governing Body of this school undertakes to meet fully its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant health and safety legislation and regulations in order to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors.

The Chief Operations Officer and Head of School/Headteacher will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety. The Head of School/Headteacher will ensure that employees follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with all areas of risk.

## Future Development

It is intended that the Estates Portal will go live on the NOVA Gateway from September 2018. This policy will be updated at that time to reflect the online reporting function for first aid incidents within schools.

# Organisation

## Responsibilities

### Trust Directors

The Nova Education Trust Directors have delegated responsibility to the Chief Operations Officer and the Head of School/Headteacher to ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Head of School/Headteacher will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

### Governing Body

The governing body will ensure that:

- a) The Head of School/Headteacher adopts and implements the Nova Education Trust Health and Safety Policy for the academy.
- b) Suitable and sufficient recorded risk assessments of work activities are undertaken, implemented and monitored.
- c) Sufficient funding is allocated for health and safety implementation e.g. in respect of training, personal protective equipment, etc.
- d) Regular, termly safety inspections are undertaken.
- e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f) Health and safety is a standing item within the Head of School/Headteacher's report to Governors.
- g) An annual health and safety report is published.
- h) A positive health and safety culture is encouraged and maintained.

### Head of School/Headteacher

The Head of School/Headteacher is responsible for day to day management of health and safety in the academy. Whilst the Head of School/Headteacher cannot delegate or devolve this accountability they are permitted, in order to discharge these responsibilities effectively, to delegate duties and authority to other staff as appropriate

The Head of School/Headteacher will ensure that:

- a) The Trust Health and Safety Policy is adopted and implemented within the academy.
- b) 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.

- c) Safe systems of work are identified via a risk assessment for high risk activities.
- d) Information and advice on health and safety issues is acted upon and circulated to staff and governors.
- e) Regular safety inspections and audits are completed with reports on both provided within the Head of School/Headteacher report to the Local Governing Body.
- f) Health and Safety is a standing item at termly Senior Leadership Meetings.
- g) An annual safety report is provided to the Local Governing Body.
- h) There is co-operation within the academy in meeting its legal requirements in respect of the monitoring of health and safety procedures.
- i) Staff are competent to undertake the tasks required of them and have been provided with appropriate training.
- j) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- k) 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.
- l) There is co-operation with trade union and staff health and safety representatives relating to issues which affect the employees' health, safety and welfare.
- m) General health and safety management is maintained by staff with delegated duties.

### **Responsibilities of Health and Safety Consultant**

Nova Education Trust Directors require the Head of School/Headteacher to annually appoint a Health and Safety Competent person. Advice on who can be appointed to undertake this role can be gained from the Chief Operations Officer for the trust. The annual appointed should be notified to the Local Governing Body meeting in September of each academic year.

- a) The Health and Safety Competent Person/expert role or supporting resource assists the Governors, Head of School/Headteacher and staff of the academy with advice, guidance and oversight on the strategic approach and practical requirements needed to achieve the implementation of health and safety management leading to compliance.
- b) In particular, they provide guidance on the development, and continuous improvement of, health and safety policy and management systems across the academy, initiating and undertaking agreed reviews and audits to confirm the status of health and safety management systems and practice across the organisation. They will also support development of action plans for implementation by academy management to enhance the level of health and safety practice and compliance across the academy.
- c) Where needed, they advise on the supply of specialist support and training, either from internal or external sources to ensure that compliance and staff competencies are achieved and maintained.
- d) They will have responsibility for reporting on specific situations and circumstances in line with agreed delegations/reporting requests from the Head of School/Headteacher and the Local Governing Body.

## **2.4 Responsibilities of Senior Managers and Heads of Department**

- a) Senior Managers and Heads of Department are responsible for any health and safety management related duties which have been reasonably delegated to them.
- b) Heads of Department are responsible for implementation, organisation and maintenance of health and safety related activities related to their management areas.
- c) General health and safety management is maintained by staff under their control with delegated duties.

### **Responsibilities of the Facilities Manager/Site Manager**

#### **The Facilities Manager/Site Manager will ensure that:**

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.
- k) Any other health and safety related activities which are part of their management responsibilities are carried out in an effective manner.

### **Responsibilities of all Employees**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

#### **All staff employed by the academy will act responsibly to ensure that:**

- a) They are familiar and comply with this Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Head of School/Headteacher or to their line manager, any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the appropriate line manager.

- e) They do not misuse any equipment or materials that have been provided for health and safety purposes.
- f) They use the correct equipment, tools for the job and any protective equipment that may be supplied.

### **Responsibilities of all Students**

All students will be encouraged to follow safe working practices and observe safety rules.

#### **All students will:**

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students or staff.

## **Arrangements**

### **Nova Education Trust Safety Committee**

The Trust recognises the legislative requirement for, and the wider benefits of a Health and Safety Committee structure, encouraging involvement of the employees and supporting oversight and improvement in health and safety practice across the academy. The Chief Operations Officer will establish and lead a Nova Education Trust Safety Committee which will operate across all entities within the Trust and will be supported by senior management.

The primary function of the Safety Committee will be to encourage consultation, communication and involvement of staff; review the measures taken to ensure the health, safety and welfare at work of pupils, employees and visitors in the academy; and to raise issues with senior management.

The normal route for reporting formally will be through the Local Governing Body, who will receive minutes of meetings. The following will normally be members of the Safety Committee:

- The Head of School/Headteacher and/or Facilities Manager
- Appointed and/or elected health and safety representatives
- A representative of the relevant estates and HR functions as relevant
- Other staff as agreed

The Strategic, Finance and Audit Committee will receive a termly written report from the Chief Operations Officer.

## **Health and Safety Policies and Procedures**

Each academy within Nova Education Trust will establish its own arrangements for addressing health and safety in the following areas.

Reporting of Incidents/Injuries/Accidents

Asbestos management (where applicable)

Contractors on site

Off-site activities

Academy security

Slips and trips

Vehicle movements

Fire safety

Electrical safety

Lifting/handling

Infectious diseases

Severe weather

Critical incidents

Lone working

Dignity at Work

Stress management

Water safety/legionella

Other areas not specifically identified in this list but which include health and safety hazards and risks.