



# **Health and Safety Policy**

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# **SAPIENTIA EDUCATION TRUST**

## **HEALTH & SAFETY POLICY**

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## **1. INTRODUCTION**

This policy sets out the management arrangements through which the Sapientia Education Trust (SET) provides a safe environment for our employees, students and visitors. This applies to our schools, administrative premises and when staff and students are off site as part of their work or for official trips or visits.

## **2. RESPONSIBILITY FOR HEALTH AND SAFETY**

2.1. The SET Board as the employer is responsible under the Health and Safety at Work Act for ensuring as far as is reasonably practicable the health, safety and welfare at work of all employees, students and visitors. In order to achieve this, the SET Board is committed to the following:

- (a) Preventing accidents and work related ill health.
- (b) Compliance with statutory requirements as a minimum.
- (c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- (d) Providing a safe and healthy working and learning environment.
- (e) Ensuring safe working methods and providing safe working equipment.
- (f) Providing effective information, instruction and training.
- (g) Consulting with employees and their representatives on health and safety matters by way of Employee Committees.
- (h) Monitoring and reviewing our systems and prevention measures to ensure they are safe and effective.
- (i) Promotion of a culture of continuous safety improvement.
- (j) Ensuring adequate welfare facilities exist throughout the schools.
- (k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

2.2. A Health and Safety Management system has been created to ensure that these commitments can be met. Detailed responsibilities for the SET Board, school Local Governing Bodies, the Chief Executive Officer, Chief Operating Officer, Teachers and other Employees is laid out in the Annexes to this Policy.

### **3. HEALTH AND SAFETY MANAGEMENT SYSTEM**

3.1 Day-to-day management of safety at our schools is delegated to the Head of each school. Job titles may vary across the schools; the term Head Teacher is used to identify the person in charge of the school. Responsibility for the supporting arrangements and associated management system is held by the Chief Operating Officer. Responsibilities for risk management are detailed at Annexes A-F.

3.2 Any member of staff who has a Health and Safety concern directly associated with their area of work should raise this through their line management. Should the employee remain concerned this should then be raised with the Head Teacher.

3.3 Visitors and contractors fall under the responsibility of the employee hosting the individual or group.

3.4 The management system is based on Health and Safety Executive (HSE) guidance provided within HSG (65). The frame work of this is set out at annex G. The Trust adopts the HSE system of Plan, Do, Check, Act.

3.5 The system is supported by a range of policies as detailed at annex H. Some policies and codes of practice are bespoke to individual schools. This will vary according to the size and nature of risk at the establishment. Where a bespoke policy is not appropriate the generic SET policy for the area of risk is applicable.

3.6 This policy and all other safety policies will be reviewed annually and as a result of any:

- significant change to the Management Structure and or responsibilities
- significant change to the function of the College
- critical incident

### **4. HEALTH AND SAFETY REPRESENTATIVES**

4.1 The Trust recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.

4.2 It is also recognised that they are entitled to certain information, for example about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Trust.

4.3 Health and Safety is a standing item on the agenda for the routine Board meetings with employee representatives. The HSO will attend and report at these meetings.

## **SAPIENTIA EDUCATION TRUST**

### **HEALTH AND SAFETY POLICY**

Policy originally composed by G McCurley, Health and Safety Manager, Wymondham College and amended by C Lloyd, Health and Safety Officer, Sapientia Education Trust.

Signature

Adopted by Mr J Taylor Chief Executive Officer, Sapientia Education Trust

Signature

Date

**THE SET BOARD**

The SET Board has the following responsibilities to ensure:

- (a) A Health and Safety policy for the Trust is established which sets out the arrangements to provide a safe environment for staff, students and visitors.
- (b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- (c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- (d) Suitable and sufficient support and resources is provided to individual schools to enable the management of safety.
- (e) Sufficient funds are set aside with which to operate safe systems of work.
- (f) Health and safety performance at each School is monitored both actively and reactively by the Governing Body for that School.
- (g) The SET health and safety policy and performance are reviewed annually.

**THE LOCAL GOVERNING BODY FOR THE SCHOOL**

The Local Governing Body is to check that the following are in place -

- (a) A Health and Safety policy for the School is established which sets out the arrangements to provide a safe environment for staff, students and visitors.
- (b) Procedures are in place to ensure the School health and safety policy and performance are reviewed annually.

**THE SET CHIEF OPERATING OFFICER**

The Chief Operating Officer has the following responsibilities:

- (a) Ensure all safety policies for the SET are reviewed (see 3.7).
- (b) Ensure safety policies are in place for individual schools as appropriate to the risks presented at the school.
- (c) Ensure that the Policy of the SET is communicated adequately to all relevant persons.
- (d) Ensure appropriate information on significant risk activities is given to visitors and contractors when this arises through arrangements made by the SET rather than locally by the school.
- (e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives
- (f) Ensure those employees who are not part of an individual school are provided with adequate information, instruction and training on health and safety issues
- (g) In relation to point (f), arrange for risk assessments of the premises and working practices to be undertaken for these employees as appropriate to the hazardous nature of their work and ensure safe systems of work are in place as identified from risk assessments.
- (h) Ensure a system is in place through a central record, of the policies and standing risk assessments that are in place for individual schools.
- (i) Ensure arrangements are in place to support schools through any contracted safety related inspection, servicing and maintenance.
- (j) Report to the full SET Governing Body meetings on the health and safety performance of the SET.

**THE HEAD TEACHER**

The Head Teacher has the following responsibilities:

- (a) Ensure there is a Health and Safety policy in place for the School.
- (b) Ensure the Policy is communicated adequately to all relevant persons at the School.
- (c) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- (d) Ensure appropriate information on significant risk activities is given to visitors and contractors if part of an arrangement made by the School.
- (e) Ensure appropriate consultation arrangements are in place for School staff and their Trades Union representatives.
- (f) Ensure that all School staff are provided with sufficient information, instruction and training to enable them to perform the tasks required of them.
- (g) Make or arrange for risk assessments of the School and of any potentially hazardous activities to be undertaken.
- (h) Ensure safe systems of work are in place at the School or during an off-site visit as identified from risk assessments.
- (i) Sufficient funds are set aside with which to operate safe systems of work.
- (j) Ensure that emergency procedures are in place.
- (k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- (l) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- (m) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- (n) Health and safety performance is monitored both actively and reactively.
- (o) Ensure arrangements are in place for a safety inspection of the School once a term.

**THE HEALTH AND SAFETY OFFICER**

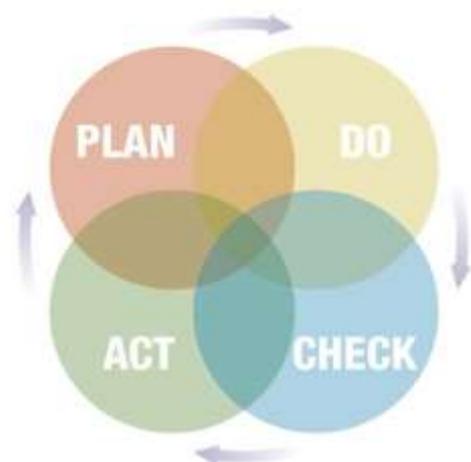
The SET Health and Safety Officer has the following responsibilities:

- (a) To support the Chief Operating Officer in fulfilling his/her responsibilities (a)-(j).
- (b) To advise and support all staff in carrying out their Health and Safety responsibilities.
- (c) To provide support to Head Teachers in fulfilling their responsibilities through:
  - The provision of health and safety advice and guidance which may include site visits.
  - Attendance at meetings on the invitation of the Head Teacher.
  - The investigation of any accident which requires reporting to the HSE and any other safety related event of serious nature.
  - The provision of policy documents and standing risk assessments.
  - An annual inspection of the premises in addition to the termly inspections carried out by the School and Local Governing Body
  - An annual review of higher risk teaching departments.
  - The provision of inspection reports and review findings to the Chief Operating Officer, Head Teacher and Local Governing Body.

**RESPONSIBILITIES OF ALL EMPLOYEES**

All employees and volunteers working for the SET must:

- (a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- (b) Work in accordance with the safety policies issued by the SET or the School.
- (c) Act in accordance with any specific health and safety training received.
- (d) Report all accidents, near misses and defects.
- (e) Co-operate with the employer and other persons with regard to health and safety.
- (f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- (g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- (h) Exercise good standards of housekeeping and cleanliness.
- (i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- (j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive and other organisations.
- (k) Not undertake or allow any new or unusual event or activity which exposes people, equipment or buildings to risk without the permission of an appropriate senior manager.
- (l) Undertake and record a risk assessment for any work or activity which may present a hazard to any person.
- (m) Apply the control measures of any risk assessment appropriate to the work undertaken and follow any relevant safe system of work which may exist within the school.



## Health and Safety Guidance 65 (April 2014)

	How safety is managed by the SET	How safety is processed by the SET
<b>PLAN</b>	<p>SET and school safety policies, codes of practice for higher risk teaching and support departments.</p> <p>Defined responsibilities to support safe management</p> <p>Planning for new buildings, activities, processes includes safety.</p>	<p>Designated Health and Safety Officer (HSO) is employed.</p> <p>Off site visits is are subject to safety approval process.</p> <p>Staff safety aware through information, promoted safety culture, training.</p> <p>Staff have access to advice from HSO.</p> <p>Annual review of policy and risk assessments.</p> <p>Safety is a standing item on the agenda of SET Audit and Risk Committee meetings.</p> <p>Safety is a standing item on the agenda during SET employees consultation meetings.</p> <p>Safety is established with arrangements for equipment procurement, use of contractors and allocation of works contracts.</p>
<b>DO</b>	<p>Risk register for the SET and operation of the Schools has been prepared</p> <p>Business Continuity Plan produced</p>	<p>Risk assessments maintained for higher risk areas/activities</p> <p>Infrequent or unusual events or activities are subject to risk assessment</p> <p>Records maintained of significant findings from risk assessments</p> <p>Codes of Practice provided for higher risk teaching departments</p>
<b>CHECK</b>	<p>Routine of safety inspections</p> <p>Accident and near miss reporting system</p> <p>Accident investigation policy</p> <p>Line management of staff</p>	<p>Review arrangements in place for policy and risk assessments</p> <p>Records maintained of accidents to support identification of trends or repeat incidents</p> <p>Fire drills and table top scenario exercises undertaken</p> <p>Routine of once a term building inspections</p> <p>Routines of teaching observation</p>
<b>ACT</b>	<p>Accident data and investigations are reported to SET Audit and Risk Committee and the local Governing Body as required and overseen by the HSO.</p> <p>Systems for post incident review and the development of action plans.</p> <p>Systems to ensure improvement is made to processes.</p>	<p>Action plans evolving from investigations are progressed and improvements implemented</p> <p>Risk assessments reviewed post incident by HSO</p>

### **Wymondham College-**

Due to the size and complexity of Wymondham College, the school has a bespoke range of health and safety policies and codes of practice which are administered by the College Health and Safety Manager (HSM).

### **All other schools-**

Each school will be supported by the SET Health and Safety Officer (HSO) and will have the following bespoke policies-

- 1) Health and Safety Policy
- 2) Code of Practice for Risk Management
- 3) Code of Practice for Higher Risk Teaching

SET policies will also apply in relation to the safe management of -

- Accident reporting
- Buildings and facilities management
- Control of substances hazardous to health
- Driving for work
- DSE and workstations
- Emergency AAI's
- Emergency Salbutamol inhaler in school
- Fire
- First aid
- Lone working
- Management of contractors
- Managing medicines in schools
- Off site visits and trips
- Risk assessment
- Security and control of visitors, contractors and agency staff
- Supporting pupils with medical conditions

### **SET Administration Premises-**

The safety policies of the host establishment apply and are adopted by the SET.