

## Health & Safety Policy

<b>Approved by:</b>	Board of Trustees	<b>Date:</b> May 2022
<b>Last reviewed on:</b>	March 2021	
<b>Next review due by:</b>	May 2023	
<b>Monitoring &amp; Review</b>	Board of Trustees	
<b>Links</b>	Staff Code of Conduct, Medical Needs Policy, Risk Management Protocol, First Aid Policy, Accident Reporting Procedure, management Standards for Fire, Manual Handling, Working at Height & Lone Working, Asbestos Policy	
<b>Staff responsible</b>	CEO, Estates & Facilities Director & Board of Trustees	

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## 1. Statement of Intent

- 1.1 Summit Learning Trust accepts its moral and legal responsibility under The Health & Safety at Work Act 1974 and its associated regulations, and will take all reasonably practicable steps to secure the health and safety of pupils and students, staff and others using its premises or participating in Academy/College sponsored activities.
- 1.2 Summit Learning Trust believes that the prevention of accidents, injury or loss essential to the efficient operation of the academies and is vital to the good education of its pupils and students.
- 1.3 The aim of Summit Learning Trust is "To provide a safe and healthy working and learning environment for staff, pupils, students and visitors".
- 1.4 Summit Learning Trust will ensure suitable and sufficient health & safety arrangements, training, information, instruction, communication and risk assessment are in place to ensure, so far as is reasonably practicable, the health and safety of pupils and students, staff and others using its premises or participating in Academy/College sponsored activities.
- 1.5 The health and safety arrangements for Summit Learning Trust will include but are not limited to, providing a maintaining safe plant and equipment, safe access and egress, safe handling and use of substances, maintaining a safe and healthy working and learning environment.
- 1.6 Summit learning trust will implement emergency procedures, including evacuation in case of fire or other significant incident.
- 1.7 Summit Learning Trust will take all reasonable steps to identify and reduce hazards within its control to a minimum, however all staff, pupils and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on school premises or while taking part in the school sponsored activities.
- 1.8 Summit Learning Trust will review and revise this policy regularly.

Signed:	
Print:	CEO
Date:	

## **2. Responsibilities for health and safety**

- 2.1 The Board of Trustees and CEO have overall responsibility for health and safety within Summit Learning Trust.
- 2.2 The Board of Trustees and CEO will discharge their duty and will delegate elements to the Estates & Facilities Director, Executive Directors, Principals and its delegated Senior Managers.
  - 2.2.1 The Board of Trustees and, CEO will Provide Health & safety leadership, explain expectations and determine how the organisation of health and safety and procedures will be delivered across the Trust
  - 2.2.2 The Board of Trustees and CEO will make themselves familiar with the requirements of the HEALTH AND SAFETY AT WORK ACT 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
  - 2.2.3 The Board of Trustees and CEO will Ensure Principals and Senior Leadership Teams have access to suitable Health & safety advice and support, from their assigned Estates & Facilities Business Partners and where relevant, health & safety specialists
  - 2.2.4 The Board of Trustees and CEO will Ensure that all relevant policies take account of health and safety requirements.
  - 2.2.5 The Board of Trustees and CEO will hear reports about the effectiveness of policies and ensure that any necessary changes are made.
  - 2.2.6 In particular, The Board of Trustees and CEO will ensure Summit Learning Trust undertakes to take all reasonable steps to ensure, a safe place for staff, pupils and students to work and learn, to provide plant, equipment and systems of work, which are safe. Supervision, training and instruction so that all staff, pupils and students can perform their school-related activities in a healthy and safe manner.
  - 2.2.7 The Board of Trustees and CEO will ensure all staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities
  - 2.2.8 The Board of Trustees and CEO will ensure Staff have access to updated copies of all relevant policies

### **2.3 So far as is reasonably practicable Summit Learning Trust, through its Senior Management Teams**

- 2.3.1 Will make arrangements for all staff, including where possible temporary and voluntary staff and helpers and those on fixed-term contracts, to receive relevant and proportionate information on: This policy, all other relevant health & safety matters and the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk
- 2.3.2 Ensure that the necessary advice, resources and support are provided to Academy Principals
- 2.3.3 Receive and review an annual report on accidents and other significant Health & Safety issues.
- 2.3.4 These duties will be discharged in consultation with the Estates & Facilities Director, Principals and its delegated Senior Managers with the support of the Estates & Facilities Business Partners

## 2.4 The Duties of the Principals

- 2.4.1 To manage the health, safety and welfare of staff, students and other persons on an individual Academy premises as directed by the Trust.
- 2.4.2 As well as the general duties which all members of staff have (see 5.0) the Principals have a responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, students, pupils and any other person/s using the premises engaged in activities by the school and will take all reasonable practicable steps to achieve this end through the Estates & Facilities Business Partners, leaders of the appropriate departments, senior members of staff, teachers and others.
- 2.4.3 The Principals are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guide-lines are met in full at all times.
- 2.4.4 In particular, the Principals will be aware of the basic requirements of the **HEALTH AND SAFETY AT WORK, etc. ACT 1974** and any other health and safety legislation and codes of practice relevant to the work of the school or College.
- 2.4.5 They will take reasonable steps to:
- Ensure, at all times, the health, safety and welfare of staff, pupils and students and others using the school premises or facilities or services or attending or taking part in college/ school-sponsored activities.
  - Ensure safe working conditions for the health, safety and welfare of staff, pupils and students and others using the premises and facilities.
  - Ensure safe working practices and procedures.
  - Carry out periodic reviews of health and safety, including risk assessments and follow up on safety audits findings.
  - Identify the training needs of staff and ensure, within the financial resources available, that all members of staff and pupils and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
  - Encourage staff, pupils and students and others to promote health and safety and actively participate in improving Health & Safety.
  - Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and students and others are reported and made safe without undue delay.
  - Collate accident and incident information and, when necessary, carry out accident and incident investigations.
  - Monitor the standard of health and safety, including all activities, encourage staff, pupils and students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health of others
  - Monitor first aid provision.
  - Ensure that all accidents dangerous occurrences, near misses and incidents of violence are reported in line with the Trust Policies

- Be available to any member of staff to discuss and to seek to resolve any Health & Safety issues not resolved at a lower level
- Inform the Chief Executive, Estates Director and their assigned Estates & Facilities Business Partner of any relevant Health & Safety issues, significant failures, outcomes of investigations or prohibition notices.

## 2.5 **The Duties of Senior Management and Supervisors**

- 2.5.1 To manage the Health Safety and Welfare of staff and other person/s on an individual academy premises as directed by the Principal
- 2.5.2 All supervisory staff (Heads of faculty, Leaders, support staff managers etc.) should be aware of the basic requirements of the HEALTH & SAFETY AT WORK, ACT 1974 and in detail any codes of practice which are relevant to the work of their area of responsibility.
- 2.5.3 To ensure there are suitable and sufficient risk assessments in place for all significant risks. That these are recorded, consulted on with relevant stakeholders, control measures communicated and reviewed annually or when there is a significant change.
- 2.5.4 In some departments an annex to this Health & Safety Policy will be produced to
- Ensure the appropriateness of COSHH and other risk assessments for their faculties.
  - Monitor their implementation and to review them.
  - Ensure lesson plans take them into account.
  - Ensure the use of protective clothing and equipment where appropriate and to ensure that this is available and properly maintained.
  - Ensure that materials and equipment purchased are safe and with no risk to health when correctly used
  - In addition to the general duties which all members of staff have (see 5.0), they are delegated, overall day- to-day responsibility for the implementation and operation of the Academy's health and safety policy within their relevant departments and areas of responsibility.
- 2.5.5 They will take a direct interest in this policy and in the Academy - specific health and safety arrangements and in helping other members of staff, pupils and students and others comply with its requirements.
- 2.5.6 As part of their day to day responsibilities they will take all reasonable steps to ensure that:
- Safe methods of work exist and are implemented throughout their department.
  - Health and safety regulations, rules, procedures and codes of practice, COSHH and Fire Risk assessments are being applied effectively.
  - Staff, pupils and students and others under their jurisdiction are instructed in safe working practices.

- New employees working within their department are given instruction in safe working practices.
- Regular safety inspections are made of their area of responsibility as required by the Principals and/or Estates & Facilities Business Partners as necessary
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and students and others.
- All plant, machinery and equipment in the department in which they work is adequately guarded.
- All plant, machinery and equipment in the department in which they work is in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Signs used meet statutory requirements and all health and safety information is communicated to the relevant persons.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and students and others are made safe without undue delay.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.

2.5.7 THEY REPORT, AS APPROPRIATE, ANY HEALTH AND SAFETY CONCERNS TO THE PRINCIPAL and Estates & Facilities Business Partners

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2.6 **The Duties of All members of staff**

- 2.6.1 All staff should be aware of the basic requirements of the Health & safety at Work Act, 1974 and in detail any other health & safety legislation and codes of practice which are relevant to the work of the department in which they work.
- 2.6.2 All staff are required to:
- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.

- Co-operate with instructions about health and safety.
- Make themselves aware of the local health & safety arrangements for that academy.
- Read and follow risk assessments that are relevant to their role.
- Conduct or follow risk assessments for activities they are leading on, to so far as is reasonably practicable, the activity safe for all.
- REPORT, AS APPROPRIATE, ANY HEALTH AND SAFETY CONCERNS TO THE PRINCIPAL and Estates & Facilities Business Partners

2.6.3 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. Science, Technology, Physical Education staff have particular codes of practice in their areas

2.6.4 In particular, all members of staff will take all reasonable steps to:

- Be familiar with the safety policy of the school and the department in which they are working;
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils and students;
- See that all plant, machinery and equipment is adequately guarded;
- See that all plant, machinery and equipment is in good and safe working order;
- Not make unauthorised or improper use of plant, machinery and equipment;
- Use the correct equipment and tools for the job and any protective or safety devices which may be supplied;
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects in the premises, plant, equipment and facilities which they observe
- Take an active interest in promoting health and safety and suggest ways of reducing risks;
- Carry out the requirements of the discipline policy, records policy, trips policy, first aid policy - all of which have health and safety implications.

## **2.7 The Duties of the Estates & Facilities Business Partners**

- 2.7.1 To support the Principal and senior leadership teams to ensure that there have suitable and sufficient health & safety arrangements in place for the Academies to which they are assigned.
- 2.7.2 To proactively identify areas for improvement by applying a plan, do, check, act approach.

- 2.7.3 With the support of the site teams to ensure safe plant & premises, access, and egress.
- To conduct inspections of grounds and buildings and actively identify hazards that require attention or areas for improvement.
- 2.7.4 To provide management information and updates on health & safety to Senior Leadership Team and where appointed Health & Safety Committee
- 2.7.5 To raise any areas of concern in connection with health & safety to the Principal and the Estates and Facilities Director
- 2.7.6 As well as the general duties which all members of staff have (see 5.0) the Estates and Facilities Business Partners have a responsibility for the day to day maintenance
- 2.7.7 The Business Partners will support Principals to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guide-lines are met in full at all times.
- 2.7.8 Business Partners will be aware of the basic requirements of the **HEALTH AND SAFETY AT WORK, etc. ACT 1974** and any other health and safety legislation and codes of practice relevant to the work of the school or College.
- Ensure safe working practices and procedures.
  - Carry out periodic reviews and facilitate safety audits and follow up on the findings of these.
  - Identify the training needs of staff and ensure, within the financial resources available, that all members of staff and pupils and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters
  - Encourage staff, pupils and students and others to promote health and safety and actively participate in improving Health & Safety.
  - Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and students and others are made safe without undue delay.
  - Collate accident and incident information and, when necessary, carry out accident and incident investigations.
  - Undertake First Aid Provision risk assessments and monitor first aid provision.
  - Ensure that accidents dangerous occurrences, near misses and incidents are reported in line with the Trust Policies
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  - Be available to any member of staff to discuss and to seek to resolve any Health & Safety issues not resolved at a lower level

## **2.8 Academy specific – health and safety responsibilities**

- 2.8.1 The Principal, with support from the Estates & Facilities Business Partner, will maintain a list of roles which specifies the areas of health & safety they have responsibility for.

## **3. Health & Safety Arrangements**

- 3.1 Trust wide health & safety arrangements are in place. Some of which are explained within this policy. Other trust wide health & safety arrangements will be made available to staff via SharePoint or through other communications.
- 3.2 Academy specific health & safety arrangements are in place. The locations of these arrangements vary within different academies.
- 3.3 Staff are made aware of relevant local health & safety arrangements as part of their induction.
- 3.4 Estates & Facilities monitor and manage premises-based arrangement such as gas safety, water hygiene, electricity, asbestos, fire safety equipment and other building related statutory maintenance and servicing. The site teams at each academy manage the documents and arrangements. Information is available via SharePoint or upon request.
- 3.5 All health & safety arrangements will be periodically reviewed within a period not exceeding 3 years. Sooner if there is a significant change.

## **3.6 Hirers, Contractors and Others**

- 3.6.1 When the premises are used for purposes not under the direction of the Principals then the lead person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in paragraph 3.0 of this document
- 3.6.2 The Principals via the Estates & Facilities Business Partners /Site Managers will seek to ensure that hirers, contractors and others who use the premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- 3.6.3 When the premises or facilities are being used out of normal hours for a school/ college-sponsored activity the, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section
- 3.6.4 When the premises are hired to persons outside the employ of Summit Learning Trust, it will be a condition for all hirers, contractors and others using the premises

or facilities, that they comply with all safety directives of Summit Learning Trust and that they will not without the prior consent of Summit Learning Trust:

- Introduce equipment for use on the premises;
  - Alter fixed installations
  - Remove fire and safety notices or equipment;
  - Take any action that may create hazards for persons using the premises or the staff or pupils and students.
- 3.6.5 When the premises are hired to persons outside the employ of Summit Learning Trust, it will be a condition for all hirers, contractors
- 3.6.6 All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the HEALTH AND SAFETY AT WORK, etc. ACT 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the HEALTH AND SAFETY AT WORK, etc. ACT 1974.
- 3.6.7 Instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principals will take such actions as are necessary to prevent persons in his or her care from risk or injury.
- 3.6.8 Summit Learning Trust draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the HEALTH AND SAFETY AT WORK, etc. ACT 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **3.7 Student Code of Conduct**

- 3.7.1 There is a clear pupil and student code of conduct. Pupils and students are required to: maintain a high standard of behaviour at all times;
- 3.7.2 to move about the school buildings in a quiet, safe and orderly manner;
- 3.7.3 To stick to designated areas at break and lunchtimes;
- 3.7.4 To follow any one-way system;
- 3.7.5 To obey adult instructions.

### **3.8 Staff Consultative Arrangements**

- 3.8.1 The Principals will incorporate agenda items on health and safety matters into meetings of existing groups. Management, standing committees and consultation meetings with professional association representatives will consider health and safety matters if convened and as appropriate

### **3.9 Code of Practice and Safety Rules**

- 3.9.1.1 Policies taking into account the requirements of safety will be made available to all staff.
- 3.9.1.2 From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Principals and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

### **3.9.2 Risk Assessment**

- 3.9.3 The Principal will ensure that risk assessments for methods of work and Academy/College-sponsored activities are conducted and reviewed annually or

after a serious incident. The Estates and Facilities Business Partners will support the Principals with Risk assessment.

- 3.9.4** Risk assessments arrangements are managed locally and staff in these locations are made aware of how to access the risk assessment

**3.9.5 Emergency Plans**

- 3.9.6 The Principals will ensure that critical incident plans are prepared to cover fire, lockdown or other such major incidents which could put at risk the occupants of the school/ college. This plan will indicate the actions to be taken in the event of a major incident so that everything is done to:

- Save Life
- Prevent Injury
- Minimise Loss

**3.10 First Aid**

- 3.10.1 Principals will offer first aid training for staff
- 3.10.2 Principals will employ members of the support staff who will take responsibility for emergency first aid.
- 3.10.3 Adequate and appropriate first aid provision will be provided based on a risk assessment.
- 3.10.4 Adequate and appropriate first aid provision will form part of the arrangements for all out-of- school activities.
- 3.10.5 A record will be made of each occasion any member of staff, student or other person who receives first aid treatment either on the school premises or as part of a school-related activity
- 3.10.6 Reportable incidents will be sent directly to the Estates & Facilities Business Partner, who must ensure these are reported by the quickest practicable means.

**3.11 Work place stress**

- 3.11.1 An EAP Employee Assistance program is available for staff to access. Staff are made aware of this during their induction.
- 3.11.2 A welfare program is in place across the trust with ambassadors located within each academy
- 3.11.3 Managers receive stress awareness training
- 3.11.4 A support session is offered to staff suffering from stress, that makes staff aware of support available, aim to identify root causes and solutions,
- 3.11.5 Work place stress risk assessments are offered to staff in the support sessions. This contains a self-reflection section that focuses on the six management standards as per HSE guidance. A follow up meeting is then offered to staff to discuss an action plan to support the member of staff

**3.12 Review**

- 3.12.1 Summit Learning Trust, or Senior staff on its behalf, will review this policy statement from time to time and update, modify and amend it as it considers necessary to ensure the health, safety and welfare of all staff, pupils and students. This review will be a minimum of every 2 years or after and serious accident.