BATH & WELLS
Multi Academy Trust
'That they may have life, life in all its fullness' John 10:10

Health and Safety Policy – Whole Trust

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Document Owner:	Estates and Facilities Manager
Version:	1.0
Date of last review:	12/2017
Date next review due:	08/2019

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1. Introduction.

1.1 Statement of Intent.

The Board of the Bath and Wells Multi Academy Trust (referred to as the 'Trust' from this point on), as the employer of the staff who work in its academies and offices, recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the academies and its offices, for the students/pupils attending the academies and for visitors and contractors, who come on to the premises.

The Trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, employees while they are at work and of others, who may be affected by our undertakings.

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974, as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. This along with the requirement for policies by the Education (Independent School Standards) Regulations 2014.

This policy is largely dependent upon the total co-operation of every person who works in the Central Team and within each individual Academy, and expects all employees to co-operate in ensuring the health and safety of all staff, students/pupils and visitors.

The responsibility for the implementation of this Trust policy and local Academy policy rests with the Headteacher, whilst each Academies Local Governing Board is responsible for monitoring their implementation.

The Trust will ensure that sufficient resources in the form of finance, equipment, personnel and time are allocated by it and its academies to ensure as far as is reasonably practicable that employees, students/pupils, visitors and contractors are kept healthy and safe.

The Trust will strive to continually improve the performance of our health and safety management in all Academies.

This policy and our health and safety standards will be kept under continual review in the interests of improvement. Formal amendment to this policy will be conducted annually or as necessary to reflect changes in Education strategy, UK or EU law and any changes will be brought to the attention of all staff.

This Policy was ratified by the Board of Trustee's with minutes recorded and will be reviewed annually and re-launched each September.

Signed:

Philip Bowditch	**Nigel Daniel**
Chief Executive Officer	**Chair, BWMAT Board of Trustees**

2. Responsibilities and Organisation.

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

The Trust, as the employer is responsible for health and safety, though tasks are delegated for many tasks. The Academy level responsibilities will be identified through the supplementary Academy Policy.

The responsibility of implementation of the Health and Safety Policy at each Academy lies with the Local Governing Board and Headteacher.

Every person employed by the Trust carries some responsibility for health, safety and welfare (see 1.2.3. employees) but where specific duties are given, these are recorded in the following pages.

2.1. The Main Board and the Trust will:

- Ensure an appropriate Board profile is implemented maintained for health and safety, whether via committees/Board meetings, or by appointing a liaison Director/s for health and safety;
- Provide strategic direction in the importance of Health and Safety across the organisation;
- Review all reported events to make sure practice is reviewed and updated if necessary;
- will take all reasonable steps to provide safe and healthy conditions for students/pupils/employees and others who may be affected by its activities;
- will take all reasonable steps to ensure compliance with all relevant health and safety legislation;
- accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- expects all employees and students/pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others;
- commit to providing the necessary information, instruction and training to employees and pupils where applicable;
- acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively;
- commit to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy considering new legislation and other changing circumstances.

2.2. Chief Executive Officer and Chief Operations Officer on behalf of the Trust Board will:

- ensure health and safety has a high profile throughout the Trust and is included as an agenda item on all relevant meetings including board meetings;
- promote a sensible approach to health and safety, making use of competent health and safety advice when required;
- consider the impact of health and safety in all strategic and operational decision making;
- ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school;
- consult staff and provide training opportunities;
- monitor and review health and safety Policy and arrangements;
- monitor health and safety performance – via findings from Health and Safety audits, compliance audits, inspections, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR);
- implement and monitor an informed, proportionate and prioritised risk management system for the Trust;
- agree with the Estates and Facilities Manager, a programme of health and safety audit and inspections;
- ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- ensure there is an effective accident reporting and investigation procedure across the Trust;
- ensure that the Headteacher in each Academy is competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- appoint competent person to advise on health and safety matters.

2.3. Estates and Facilities Manager (Competent Person Role).

The Trust have appointed an internal Estates and Facilities Manager, which incorporates the 'Competent Person' role for advice on health and safety matters. This will be supported by specialist external advice where required.

This role will:

- provide health and safety advice, support and training to Academies/Central Team and their staff;
- ensure that all staff and governors are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect;
- undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness. Explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in';
- advise on the risk assessment process and encourage the recording of risk assessments and control measures. Provide a review of risk assessments, or areas that could influence changes to policies guidance and working practices;
- manage and report all major accidents under the requirements of RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013);

- assist and advise on investigation of all reportable accidents and changes to systems to prevent a re-occurrence. Identify trends and advise on concerns and training needs;
- liaise with any enforcing authority, the Health and Safety Executive (HSE), insurance organisations, or other agencies on Trust and individual Academy health and safety arrangements;
- ratify Academy supplementary policies to the Trust Health and Safety Policy;
- Perform the role of Educational Visits Advisor in terms of approving certain off-site visits.

2.4. Line Managers will:

- apply the and share the Trust and relevant Academy or Central Team Health and Safety policy to their own area of responsibility/work;
- develop, publish and share with members of the team, specific health and safety procedures for any high risk activities within their department;
- ensuring regular health and safety risk assessments are undertaken for the activities for which they or their team are responsible and that control measures are implemented and shared with all staff;
- ensure that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented;
- resolve any health and safety or welfare problems members of staff refer to them;
- ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees to avoid hazards and contribute positively to their own health and safety;
- ensure that all accidents (including near misses) occurring within their team are promptly reported and investigated.

2.5. All Staff.

Under the Health and Safety at Work etc. Act 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the Academy/Trust. Employees will:

- take reasonable care of their own health and safety and that of others;
- co-operate with the employer supporting the implementation of health and safety policy and arrangements;
- ensure as far as is reasonably practicable that their classroom/work area is safe;
- raise health and safety concerns in line with local arrangements (for example - reporting all premises related issues to the person who manages the premises so they can be recorded and actioned);
- inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant;
- ensure that they only use equipment or machinery that they are competent / have been trained to use, making use of all necessary control measures and personal protective equipment provided for safety or health reasons;

In addition, teachers and other staff in Academies have a common-law duty to act as any prudent parent would do when in charge of pupils.

2.6. The Local Governing Board.

The responsibility for ensuring that health and safety procedures within the Academy are adequate rests with the Local Governing Body. The governors will ensure that there is adequate Health and Safety provision at the academy and that all necessary procedures are implemented, monitored and reviewed to ensure compliance with H&S standards and legislation. They will

- ensure the Trust Health and Safety policy agreed by the Board of Directors is implemented in full;
- ensure that the Academy implements a local health and safety policy which is ratified and monitored by the Local Governing Board. The local Academy health and safety policy will be reviewed annually or sooner (where required);
- appoint a member of the Local Governing Board to be responsible for liaison on Health and Safety issues with the Headteacher and Staff;
- ensure that the Academy has an appropriate external visits policy and procedures, so that outdoor and residential visits are planned, approved, conducted and recorded in line with national guidelines (See 2.8 – Off Site Visit Approvals);
- ensure that there is assessment of the risks of all activities, both in school and off-site, and that measures are taken to manage those risks;
- ensure that employees have a safe and healthy environment in which to work, and that no-one is adversely affected by the working of the Academy;
- raise any health and safety concerns with the Headteacher;
- Monitor work practices and regularly review safety management systems and arrangement;
- review the accident/incident records at least annually, identifying trends in accident type, activity, individual involved, and the location.

2.7. Headteacher.

The Headteacher has day-to-day responsibility for health and safety management of their academy, and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities. All Headteachers are required to:

- ensure implementation of the Multi Academy Trust health and safety policy;
- develop and implement local Academy health and safety policy document with approval of the Local Governing Board. This will be shared with all staff and reviewed annually or sooner where required;
- develop a health and safety culture throughout the academy by engaging and consulting with employees on day-to-day health and safety conditions for example by including health and safety on the agenda for meeting at all levels;
- take day to day operational decisions with a due regards to health and safety;
- raise any health and safety matters that they cannot deal with directly to the Chief Operations Officer and/or the Estates and Facilities Manager;
- ensure adequate resources for health and safety are available;
- ensure staff understand their responsibilities and can access appropriate support, advice and training to help them manage risks responsibly;

- identify significant hazards within their school and ensure suitable risk assessments are undertaken, which will include general workplace risks, substance risks, equipment risks, off-site visits etc. All control measures identified by risk assessments should be implemented and monitored;
- draw up relevant health and safety procedures;
- monitor effectiveness of procedures;
- update Local Governing Board on a regular basis on health and safety matters;
- review all accidents and incidents with the link Health and Safety Governor to identify trends (at least annually);
- recognise the role of safety representatives appointed by recognised trade unions and co-operate with them when requested.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may choose to delegate certain tasks to the Health & Safety Co-ordinator and/or others.

2.8. Health and Safety Co-ordinator.

The Health and Safety Co-ordinator has the delegated task of assisting the Headteacher discharge their duties in relation to the day-to-day management of health and safety. To do this they will:

- co-ordinate and manage the risk assessment process for the academy;
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Headteacher;
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Headteacher should funds not be available;
- assist with the identification of training needs and training delivery across the academy to ensure that staff are adequately instructed;
- collate accident and incident information and, when necessary, carry out accident and incident investigations;
- arrange periodic health and safety audit checks and liaise with the Headteacher;
- organise termly health & safety walks in conjunction with the liaison Governor for health and safety, and report any necessary remedial actions to the Headteacher.

2.9. Teaching staff (including Cover and Supply) will:

- ensure that staff, pupils and visitors under their control, make use of any H&S provision as necessary;
- undertake regular inspections their rooms, and any equipment they use and bring any faults to the attention of the Headteacher, Business Manager or Site Manager (as appropriate);
- bring to the attention of the Headteacher, Business Manager or Site Manager (as appropriate) any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire.

2.10. Trade Union Safety Representative (if appropriate)/Employee Representatives.

Any Trade Union Safety Representative will be encouraged by the *Headteacher* to fulfil their duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety Representative on health & safety matters. He or she will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

At this point in time the Trust does not have a health and safety committee, however we would be obliged to set one up (within three months of the request) if two or more union-appointed health and safety representatives request it in writing.

2.11. Volunteers.

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the Academy's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

2.12. Students.

Students, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others;
- To observe standards of behaviour and dress consistent with safety and/or hygiene;
- To observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency;
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

3. Whole Trust Arrangements for Health and Safety.

3.1 Competent Person Advice.

The Trust have appointed an internal Estates and Facilities Manager, which incorporates the 'Competent Person' role for advice on health and safety matters. This will be supported by specialist external advice where required.

3.2 Health and Safety Management.

The Bath and Wells Multi Academy Trust will monitor performance of Academies in line with the requirements as the Employer. This will include following the general 'Plan, Do, Check, Act' principles of the Health and Safety Executive publication HSG65 – Successful Health and Safety Management.

The principles 'Plan, Do, Check, Act' achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.
Managing health and safety should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

The core elements to effectively managing for health and safety are:

- Leadership and management;
- a trained/skilled workforce;
- an environment where people are trusted and involved.

3.3 Health and Safety Management System.

The Trust have taken the decision that all Academies will adopt the EEC Safety Suite health as their safety management system. This is a School specific system which contains modules for risk management (assessment), external visit approval, incident/accident reporting, auditing, fire training, and management reporting.

3.4 Supplementary Policy (Academy and Central Team).

Individual Academies and the Central Team will be expected to establish their own health and safety policy, along with identifying individuals with responsibilities and creating arrangements for implementing the Policy.

For individual Academies, this will take the form of a model Policy, which will be adapted by the individual Academies to suit their requirements. The Policy will be ratified by the Local Governing Board and then submitted the Estates and Facilities Manager for final review.

For the Central Team, this will be a bespoke supplementary policy covering the Trust offices in the Old Deanery, Wells and therefore any employee working out of here.

3.5 Measuring Performance.

The Trust will utilise various means to measure performance within Academies such as:

- Annual programme of health and safety audits;
- Site inspections/safety tours;
- Local review of risk assessments and the subsequent control measures;
- Information coming out of Local Governing Board, HUB and other meetings;
- Results of any external reviews/investigations;
- Local review of accidents/incidents/near misses and use of the information and experience gained throughout the Trust;
- A system of reviewing and developing improvement plans as identified;
- Sharing experiences, findings and good practice throughout the Trust.

3.6 Audit.

A programme of health and safety audits is to be implemented for all Academies with the scope, delivery, and ongoing frequency to be agreed between the Chief Operations Officer and the Estates and Facilities Manager.

The implementation of the Academy Audit Action Plans will be the Headteachers' responsibility, assisted (where necessary) by the Estates and Facilities Manager.

Audit performance and completion of action plans will be monitored by the Chief Operations Officer and Estates & Facilities Manager.

This audit programme will be enhanced with a site walk around to look at the physical environment, conducted with the health and safety liaison Governor (if available).

3.7 Training.

All employees within the Trust should receive appropriate information, instruction, training and supervision to undertake their roles and responsibilities safely and work in a safe environment. All employees should receive induction training regardless of whether they are permanent, part time, temporarily employed etc.

This training should cover:

- Health and Safety Policy and other associated policies;
- Fire and emergency procedures;
- First aid provision;
- Welfare facilities;
- General housekeeping arrangements and defect reporting;
- Procedure for accident/incident reporting including near misses;
- Relevant risk assessment which might affect them;
- Job specific training needs;
- How to raise health and safety concerns.

3.8 Accident/Incident Reporting and Investigation.

All employees should report and record all accidents, incidents, near misses and dangerous occurrences to enable them to be reviewed and investigated accordingly.

For employees in Academies, this will be recorded using the accident reporting module within the EEC Safety Suite.

For employees within the Central team or for any accident occurring at the Old Deanery, there is a paper accident report for recording an accident/incident available via the Estates and Facilities Manager.

3.9 Health and Safety Law Poster.

The Health and Safety Information for Employees Regulations requires that all business premises display an approved health and safety law poster in a prominent position or to provide each of their employees with an equivalent leaflet.

The poster/leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work.

For more information see - http://www.hse.gov.uk/pubns/books/lawPoster.htm

3.10 Enforcing Authority.

The enforcing authority is the Health and Safety Executive (HSE) – www.hse.gov.uk, and all of our Academies come under their Wales and South West region. The local office is:

HSE (Bristol Office)
2 Rivergate
Bristol
BS1 6EW

3.11 Ratification of Policy.

This policy is required under the Health and Safety at Work etc. Act 1974.

Any breaches of those duties listed above could lead to the prosecution of the Trust's Board, Chief Executive Officer, Local Governing Board or individual employees.

Failure to comply with health and safety requirements could also lead to disciplinary action.

The Trust HR policies give full details on disciplinary and misconduct procedures.