Health and Safety at Work Policy

Introduction

The "Health & Safety at Work etc. Act 1974" (HASAW) and subsequent regulations place obligations upon employers, their employees, and the self-employed, in respect of measures to safeguard everyone involved in, or affected by, work activities.

These obligations have been developed during the years since the original HASAW and through the issuing of regulations and approved codes of practice.

This process of development may be expected to continue and has been given additional impetus through the embodiment into UK law of EC Directives, of which the "Management of Health & Safety at Work Regulations 1999" is a significant example.

Responsibility for the production, updating, and development of this policy lies with the Chief Executive Officer, but the actual updating and amendment may be delegated.

All employees and contractors are required to be familiar with this policy, to understand it and to act in accordance with its requirements.

All employees and contractors have a legal obligation to work and act with due regard to the Health and Safety of themselves and others, to co-operate in complying with statutory duties, and not to intentionally or recklessly misuse anything provided by the school in the interests of health, safety and welfare.

This policy is issued with the authority of the Chief Executive Officer and its requirements are binding upon all employees.

Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:
The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees

The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

This policy complies with our Funding Agreement and Articles of Association.

Statement of Intent

The Responsible Body is committed to identifying, then eliminating or controlling, any hazards encountered in their schools or on school sites.
The Responsible Body is committed to the Health and Safety of others not employed by the Responsible Body, who may be affected by the activities of the school, including pupils, volunteers, visitors, central team members, and contractors on site.
The Chief Executive Officer fully accepts their responsibilities under the "Health & Safety at Work Act 1974" to provide the resources to ensure the health, safety and welfare of staff, pupils, volunteers, visitors and contractors.
The Chief Executive Officer will monitor this policy and revise it as necessary, through the appropriate committee of the Trust Board.

Consultation

The Responsible Body will consult directly with employees about the following:

- The introduction of any measure which may substantially affect their health and safety at work;
- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law);
- The information you must give your employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;

- The planning and organisation of health and safety training;
- The health and safety consequences of introducing new technology.

Linked document

This document **must** be read in conjunction with the Health and Safety Manual.
This manual includes Risk Assessment, Training, Evacuation.

Monitoring

This policy will be reviewed annually.
After every review the policy will be approved by the Board of Trustees.

Roles and Responsibilities

Board of Trustees

Within this policy the Responsible Body means the Board of Trustees of the Abingdon Learning Trust.
The Responsible Body has overall and final accountability for Health and Safety and will ensure that the level of related training, support, financial and non-financial resources are adequate to fulfil the responsible body's functions in respect of this policy.
They will appoint a Health and Safety Trustee.

Chief Executive Officer (CEO)

The CEO has responsibility for ensuring the vision of the Responsible Body is enacted within all areas of the Trust.
The CEO will monitor this policy and revise it as necessary, through the appropriate committee of the Trust Board.
The CEO will liaise with the union representatives on a regular basis with regards to Health and Safety.
The CEO will hold the Responsible Persons to account for all areas of Health and Safety.

Head Teacher

Within this policy the Responsible Persons is the Head Teacher.
They have responsibility and accountability, delegated to them by the Responsible Body, to ensure adherence to, and the implementation of this policy and associated plans within their school. The Head Teacher is responsible for ensuring the health, safety and welfare of all the employees, pupils, visitors and contractors in their school.
The Head Teacher is responsible for (but can delegate to appropriate staff):

- Ensuring compliance with Health and Safety law and all Health and Safety related matters within and affecting their school premises and site(s)
- Provide clear, concise and effective communication to the CEO on all Health and Safety related matters;
- Ensuring effective communications on Health and Safety matters exist between the school and the Competent Person;
- Together with school staff, assessing and controlling the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- Providing equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- All CoSHH and DSEAR assessments have been carried out and are available to staff; and are properly used, stored, labelled and disposed of;

- Maintaining first aid, and accident reporting systems that is determined by the Responsible Body;
- Determining and identifying the Health and Safety training need of employees and arranging for the delivery of relevant training and ensuring it has been done;
- Bringing to the attention of the Responsible Body, any matter of Health and Safety that cannot be resolved or is of substantial or imminent danger to any person, via the CEO;
- Notifying all employees, pupils, lettings and contractors of any new hazards and risks, the control measures and safe systems of work.
- Ensuring all employees know how and where to report an accident, near miss or hazardous situation;
- Ensure there is clear liaison with contractors, or their representative, undertaking work on the school site, to ensure the health and safety of any persons engaged or exposed to potential hazards;
- Ensuring arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting etc. And that records are systematically and accurately maintained;
- Ensuring adequate fire drills, and intruder drills are carried out and their results recorded;
- Reviewing risk assessments for Educational Visits;
- Ensuring that adequate emergency procedures exist in relation to fire, gas leak, intruder etc.;
- Responsible for ensuring all necessary statutory maintenance and testing is undertaken with regards to Health and Safety;
- Responsible for the site security of the premises.

Site Manager/ Department Heads/ SLT

Within this policy the Responsible Person's Nominated Person(s) may be the Site Manager/ Department Head/ SLT as delegated by the Responsible Person.
Accepts responsibility and accountability, delegated to them by the Responsible Person, and undertakes to ensure adherence to, and the implementation of this policy and associated audits/ checklists and plans.

Estates and Facilities Manager (E+FM)

Within this policy the competent person is the Estates and Facilities Manager (E+FM) with support of the Chief Executive Officer (CEO). The E+FM has access to further support from SmartSafe, and RPA. The E+FM:

- Provides the Responsible Body with a regular report on matters affecting Health and Safety within the school.

- Has sufficient training and experience and knowledge and provides guidance, support and knowledge to all areas of the Trust.
- Carries out regular monitoring visits at all schools and provides outcomes to the relevant Head Teacher, site manager, the executive team, and the Board of Trustees.
- Ensures external audits are in place where required.
- Ensures internal checks and tests are in place.

All Employees

All employees are to be familiar with the organisation's Health and Safety policy and:

- Ensure that they work in a safe manner and without risking injury to themselves, pupils, other staff or visitors;
- Co-operate with their employer by adhering to the health and safety policy and related policies, advice, instructions, protocols and procedures;
- Report all health and safety concerns to an appropriate person;
- Contribute to achievement of, adherence to, and improvement of health and safety standards;
- Complete training as directed by the Responsible Person;
- Adhere to the organisation's associated health and safety policies, e.g. Lone working policy.
- Develop relevant risk assessments as required.

Governance

The Finance and General Purposes Board committee will have oversight of this policy and associated documentation. They will receive a report 3 times per year.

Pupils and parents/ other visitors

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

Contractors

Contractors will agree health and safety practices with the Head Teacher, or Nominated Person, before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

Reporting and Governance Structure

Flow: School monitoring and local issues → Headteacher / nominated school lead → CEO and Estates and Facilities Manager → Finance and General Purposes Committee → Board of Trustees, by exception or for formal assurance.

Board of Trustees retains overall accountability for health and safety, with oversight through the Finance and General Purposes Committee.
CEO holds Headteachers and the Estates and Facilities Manager to account for implementation, assurance and escalation.
Headteachers / nominated school leads manage day-to-day health and safety in school, supported by the Estates and Facilities Manager as the competent person.
Reporting route: school-level monitoring and issues are reported to the CEO and E+FM; significant risks, audit outcomes and compliance updates are reported to the Finance and General Purposes Committee three times per year, with escalation to the Board where required.