

Health and Safety Policy

Responsible	Chief Financial Officer
Approved by	Board of Trustees
Approval date	July 2020
Date for review	July 2021

Health & Safety Policy

Purpose

The objective of our Health and Safety Policy is to enable the Better Futures Multi Academy Trust to operate effectively and allow its staff, students and visitors to go about their business or studies safely. Successful implementation of this policy will contribute significantly to business performance by reducing injuries, ill health, protecting the environment and reducing unnecessary losses and liabilities.

This policy outlines the organisation and management arrangements within Better Futures Multi Academy Trust, in particular where management responsibility lies with respect to health and safety matters.

Overview

The policy gives relevant information on health and safety matters to members of staff and provides a framework for management to identify and control risks. The Better Futures Multi Academy Trust is committed to promoting a safe and healthy work environment. It is expected that all members of staff will play their part by maintaining, and improving health and safety management.

This Health and Safety Policy is issued upon the authority of the Board of Trustees.

In addition, each Academy may publish their own supporting procedures as necessary to control risks within the framework set by Better Futures Multi Academy Trust policies.

Scope

The policy covers the approach to health and safety for all persons affected by the undertakings of Better Futures Academy Multi Trust (henceforth referred to as the "Trust"), in particular its staff and students.

Health and Safety Policy Statement

The Board of Trustees of the Better Futures Multi Academy Trust accept its responsibilities for health and safety, and will take all reasonable and practicable steps to safeguard the health and safety of all persons affected by its activities.

The Trust seeks to create and maintain a stimulating and diverse working environment that promotes excellence in all it does. The Trust believes its working environments should be safe and without risks to health, and will implement a management system to prevent accidents, injury and ill health. The requirements of health and safety legislation will be adhered to and will set the minimum standard of health and safety performance. The Trust will keep its health and safety management system under review to ensure that performance continuously improves.

The Trust will ensure that sufficient resources are allocated by it and its Academies to ensure as far as is reasonably practicable that employees, students, visitors and contractors are kept healthy and safe.

The responsibility for the implementation of this Trust policy at Academy level rests with the Local Governing Board and the Academy Principal.

All employees and students are expected to share this commitment to health and safety by complying with policies and procedures, exercising due care and attention, and by understanding that they too have legal and moral obligations to themselves and one another.

This Policy is supported by arrangements for health and safety management as documented in a series of supporting policies and procedures on specific topics.

Any revision of this policy will be after appropriate consultation and negotiation through the Trust.

Organisation of Health and Safety

Although the responsibility for health and safety within the Trust ultimately rests with the Board of Trustees and the CEO, being a safe organisation requires the input of everyone. To the extent that any individual has control over a Trust resource, they must also accept responsibility for this aspect of its performance.

Health and safety responsibilities will be delegated as appropriate through the line management hierarchy. This policy outlines the way these responsibilities are organised in the Trust. The responsibility for the day to day management of health and safety matters within each Trust Academy rests with their Local Governing Body and Principal.

The Board of Trustees are responsible for maintaining and promoting the efficient and proper leadership of the Trust, including responsibility for its organisation, administration, finances, and for the effective implementation of the Health and Safety Policy. To enable effective monitoring of health and safety performance:

- Each Local Governing Board receives an annual report on health and safety performance at that Academy. These reports will also be reviewed by the Board of trustees..
- Coventry University's Safety and Risk Management team provides competent advice to the Trust on statutory duties, and will support Academies with these as part of an ongoing programme.
- Each Academy appoints an appropriate Health & Safety Co-ordinator at each site who has the responsibility for the day-to-day management, co-ordination and implementation of health and safety arrangements, reporting to the Principal;
- Each Academy has a Health and Safety Committee which reports to the Trust Leadership Team.

Academy Local Governing Board

The Local Governing Boards and Principals of each Academy are responsible for the implementation of the health and safety policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety and welfare of staff and students, and the health and safety of contactors and visitors to the Academy.

The Board of Trustees delegates to the Principals of each Academy the necessity to develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Principal and to fit within and comply with the overall Trust policy.

The Local Governing Boards of Academies within the Trust adopt the following health and safety objectives for their Academy with the aim of ensuring best practice in the management of health and safety, and confirm they will:

- a. will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- b. ensure a management system is established and maintained which will enable effective management of risk and meet legal obligations;
- c. ensure appropriate specialist support services are available and consulted as appropriate;
- d. ensure adequate consultation with employees' representatives prior to the introduction of any change which may affect the health and safety of employees;
- e. ensure effective communication channels exist to spread such information concerning health and safety which may affect Academy employees;
- f. that health and safety issues receive appropriate attention and that sufficient funds/resources are made available to implement any such issues;
- g. promote safety training, and encourage a high awareness for safety among all employees, through joint consultation, and the dissemination of information and safe working practices;
- h. monitor health and safety performance against the Academy's risk profile using results from audits, inspections and accident trends;
- i. report to the Board of Trustees on the Academy's performance in the management of health and safety.

Academy Principals

The Principal of an academy holds overall responsibility for internal management and must provide leadership on health and safety matters. They delegate day to day management of health and safety arrangements to their Health and Safety Co-ordinator.

To ensure effective management of health and safety, the Principal is responsible for ensuring:

- a. that they are aware of the principle hazards and risks present in the areas under their control and an appropriate system is in place for their management;
- b. that appropriate risk assessments of all hazardous items, areas and activities have been undertaken, and that work is being carried out in accordance with specified controls and safe working practices;
- c. ensuring that staff are consulted appropriately on issues that affect them;
- d. effective procedures for dealing with emergencies such as fire, disease outbreaks and major accidents are in place;
- e. health and safety is considered in planning and budgeting and that resources are used effectively and in proportion to the local risks;
- f. where appropriate that health and safety duties are delegated, and at all levels, employees know and accept their individual responsibilities regarding health and safety, and have the necessary authority, training and resources to discharge them;
- g. arrangements are in place for regular monitoring, auditing and review of health and safety performance, including accident trends;

- h. that there is effective communication consultation about health and safety with all members of staff and their representatives, including establishment of a Health and Safety Committee;
- i. that disciplinary action is taken where necessary related to breach of health and safety policies;
- j. delegating to the Health and Safety Co-ordinator appropriate tasks for the day-to-day implementation of the policy;
- k. that the Board of Trustees is advised of any matter found to be in breach of statutory requirements which cannot be effectively dealt with at their own level.

Health and Safety Co-ordinator

The Health and Safety Co-ordinator supports the Principal in the day to day activities for management of health and safety risks. This post may be discharged by a team of competent persons rather than an individual, so long as there is written confirmation of responsibilities to ensure all required activities are being undertaken.

The Health and Safety Co-ordinator must be have sufficient experience, authority and knowledge to undertake the role successful. As a minimum they must have completed an IOSH Managing Safely qualification.

They are responsible for:

- a. managing, co-ordinating and monitoring health and safety matters within the Academy;
- b. that appropriate induction and training is provided for all staff, students, visitors and contractors and that staff attend such training, and adequate supervision is made available;
- c. effective communication of key health and safety requirements from health and safety policy and procedures is made to staff, students, contractors and visitors;
- d. facilitating and enabling the activities of the Health and Safety Committee;
- e. ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- f. that competent and current risk assessments have been conducted for academy premises with respect to fire, legionella and an asbestos management plan is held;
- g. due diligence controls are in place for effective food safety management;
- h. appropriate equipment for fire safety and first aid is in place and properly maintained;
- i. that regular fire drills are carried out recorded and monitored, required notices are in place, and training is given to relevant staff in accordance with the Academy's Fire Safety Policy;
- j. that there are effective processes in place for statutory monitoring or testing of equipment and facilities;
- k. consulting Coventry University's Estates Service to ensure any construction or maintenance works comply with Trust policies and relevant legislation including the Construction, Design and Management Regulations 2015, Building Regulations and Planning Consent.
- l. where necessary, the advice of the Coventry University's Safety and Risk Management Team is sought on any health and safety matter;
- m. maintaining a suitable system for reporting accidents, near misses or other concerns about health and safety matters;
- n. all accidents and any contact with Enforcement Authorities are reported to the Safety and Risk Management team;
- o. Keep under constant review the effectiveness of health and safety arrangements and policies and bring to the attention of the Principal any changes which they think may be necessary.

Academy Health and Safety Committees

The Health and Safety Committee is established to make recommendations in relation to the Policy and specific health and safety related matters, and fulfils the responsibility to consult with employees on health and safety matters. The Committee will meet at least once a term to discuss and review health and safety issues and will contribute to the development, implementation and monitoring of the Health and Safety Policy.

Membership of the Committee will include the Health and Safety Co-ordinator, relevant members of Academy management and safety representatives from the recognised Trade Unions. Staff who are not in a Trade Union have a right to elect a representative to participate. Time will be given to staff representatives to participate in health and safety related matters. They will also be given access to relevant information and training to assist them in undertaking their role as a health and safety representative.

Consideration should be given to ensuring information is shared with other relevant Committees within the Academy.

The Health and Safety Committee will:

- a. ensure staff are consulted regarding health and safety issues and actions are taken;
- b. monitor and review health and safety performance, including ensuring policies and risk assessment are kept under review;
- c. oversee the implementation of health and safety policy;
- d. consider significant incidents and ensure appropriate actions taken;
- e. consider matters raised by Trade Union Safety Representatives.
- f. health and safety information is disseminated;
- g. local health and safety issues are resolved;
- h. submit and receive reports on the effectiveness of health and safety arrangements.

Arrangements for Health and Safety

Each Academy will establish their own Health and Safety Policy in line with the principles of this document, outlining the responsibilities of all levels of staff and students. They will establish a set of supporting policies and procedures which will include the following topics as a minimum:

- Accidents and Emergencies
- Asbestos
- Contractors
- Display Screen Equipment
- Fieldtrips
- Fire Safety
- First Aid
- Food Safety
- Hazardous Substances
- Manual Handling
- Personal Safety
- Placements & Work Experience
- Pregnancy & New Mothers
- Risk Assessment
- Statutory Testing & Inspections
- Work Related Stress
- Training and Induction
- Work at Height

The effectiveness of health and safety arrangements will be monitored through:

- Health and Safety Committee
- Annual reporting to the Board of Trustees and Local Governing Boards
- Review procedures for the Trust Health and Safety Policy
- Academy policy and risk assessment review procedures
- Scrutiny of health and safety working practices after any accident, incident, dangerous occurrence or occupation related sickness.

Arrangements for First Aid

Each Academy is responsible for ensuring adequate and full First Aid provision:

- Ensuring there is first aid provision for the full timetable
- Ensure First aider details are displayed prominently, and key staff are aware of any rota in place.
- Any medical room staff and listed first aiders are fully qualified.
- Academy Principals are responsible for checking when staff require refresher training.
- Appoint a relevant and adequately trained member of staff to ensure first aid kits are checked and stocked appropriately, complying with relevant legislation and guidance.
- The first aider on duty summons ambulances and they or a member of staff who is detailed as being at the incident accompanies them to hospital (if the parents/carers are not available).
- Accident records, either in written or electronic form, will be readily accessible for a minimum of 3 years

Responsibilities of a First Aider

1. Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school.
2. When necessary, ensure that an ambulance or other professional medical help is called.
3. Accurately record any reportable injuries in the accident book and keep a record of any first aid treatment given, including the date, time and place of the incident, the name of the injured/ill person, details of the injury/illness and what first aid was given, what happened immediately afterwards, name of the First Aider.
4. Report serious workplace accidents, occupational diseases and specified dangerous occurrences (RIDDOR – Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013) to the Principal.