



**CHELMSFORD
LEARNING
PARTNERSHIP**

General Policy Statement for the management of Health and Safety

Committee Responsible	Premises
Lead Member	CEO
Approved by	Premises Committee
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General Policy Statement for the management of Health and Safety

It is the policy of The Chelmsford Learning Partnership Academy Trust to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside the academy on associated activities.

The CEO is responsible, with the Chair of Trustees, to the Board of Trustees and all employees for the academies operating within the requirements of our health and safety management policies.

Senior trust staff will ensure that a management system has been developed and implemented to:

- meet the MAT's health, safety and wellbeing responsibilities for Safeguarding for our pupils
- ensure the health, safety and wellbeing of all our staff and others who could be affected by the academy's activities as well as controlling the environmental impact of our work activities.

To meet these aims we will ensure that health and safety management objectives are an integral part of all our academy's activities and Trust's improvement programmes.

To support this commitment we will regard current legal or statutory requirements as setting the minimum standard we must achieve. Whenever required, these will take precedence over all other academy activities, which will be suspended until appropriate control actions are implemented.

We recognise that the minimisation of all work related accidents, which result in injury, illness or damage to premises, material or the environment is a major contribution to the quality and efficiency of the Trust's performance. For this reason all aspects of health, safety and wellbeing are management activities and this policy will be formally reviewed, on an annual basis, and enhanced whenever appropriate. Additional management reviews will be carried out whenever we have reason to believe that our arrangements or the level of resources provided may be inadequate to meet our responsibilities.

It is a Headteacher duty of all managers to actively maintain, and improve, the health, safety and wellbeing of all persons in their area of accountability. The trust expects the full co-operation of employees at all times in this endeavour.

Whilst day to day management of Health and Safety can be delegated to the individual academies and their respective leaders, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the MAT Board of Trustees. Specific aspects of health and safety procedure at each MAT academy must integrate into this Health and Safety Policy.

In order to meet these commitments we will ensure that all academies within our MAT will:

- Systematically use risk assessments to ensure that we provide and maintain a safe place of work.
- Provide and maintain management, operational and maintenance procedures and systems of work designed to protect individuals and the environment.
- Design and maintain suitable and sufficient safety arrangements for the use, handling, storage, transport and disposal of all substances and articles.
- Ensure that workplace standards are regularly monitored by a system of planned inspections and whenever required that suitable remedial actions are implemented.
- Encourage the reporting of accidents and ensure that all reported accidents are thoroughly investigated (commensurate with the seriousness of the consequences of the accident) and suitable remedial actions are promptly and effectively implemented.
- Ensure that systems are in place to provide suitable and sufficient information, instruction and supervision.
- Regularly consult with our employees in order to monitor health, safety and environmental management performance and aid the ongoing improvement of existing standards.
- Ensure that employees have clearly assigned health, safety and environmental responsibilities.
- Ensure employees are competent to carry out delegated tasks by identifying training needs and providing suitable and sufficient training.
- Ensure the health of all employees, pupils and visitors by controlling their exposure to hazardous substances (e.g. chemicals) and physical agents (e.g. noise).
- Devise and implement appropriate risk assessment based proactive monitoring systems supported where appropriate by employee health surveillance via our Occupational Health provider.
- Positively consult with all employees to ensure that they can fully participate in the identification of hazards, assessment of risks, the development and use of suitable control measures.
- Ensure that competent technical advice is available to support the management team and staff by providing health, safety, environmental and emergency management assistance.
- Ensure that adequate financial provision is made available to ensure that the academy is able to comply with its statutory health and safety duties.

- Capture and co-ordinate near miss information so that it can be used to strengthen and enhance health and safety throughout the trust.
- Take all reasonable steps within its power to ensure the health and safety of pupils and other persons not in its employment are not at risk of injury arising from its activities.

Organisational Arrangements for Health and Safety

The purpose of this document is to describe and define the responsibilities of individuals and groups in the organisation, planning, implementation and review of the health and safety management system.

For detailed, specific arrangements for example, for Accident Reporting, First Aid and Emergency Evacuation Procedures please refer to each academy's individual respective procedures.

Part 1: Responsibilities for Health and Safety Management

1.1 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust. The Board of Trustees have overall responsibility for the control, direction and allocation of resources that are made available to manage health and safety.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring MAT safety management systems and managing the Trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

Where necessary, they will ensure that they take competent advice when considering matters relating to health and safety matters. Currently this is sourced from the Health, Safety & Wellbeing Advisory Team (for educational establishments) from Southend on Sea Borough Council. They may also take advice from their legal representatives, Stone King.

Trustees are legally responsible for health and safety matters. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974. Specifically, the Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the MAT. This may require training.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the MAT.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the MAT Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that MAT suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that the MAT Premises and Audit Committees are effectively discharging their delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.

- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety as advised by our competent advisors.
- Ensure there is an effective business continuity and emergency plan in place for every academy within the MAT.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

1.2 The Local Governing Body

The Local Governing Body for each Academy has such responsibilities to review, recommend to the Board and implement the Trust health and safety strategic plan; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all Health and safety matters.

The LGBs responsibilities are to:

- Inform and advise the Board of Trustees on: -
 - review of the Academy's health and safety policy
 - risk mitigation
 - recommendations from health and safety audits and compliance audits
 - incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems.
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every academy.

Each individual Academy's H&S Co-ordinator will play a key role in collating both this information and the main content report together for the respective Governing Body.

The local Academy Governing Bodies are the conduit between the Senior Members of Staff at each academy and the senior MAT Members of Staff with responsibility for health and safety within Academies across the Trust; and as such are responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The Local Governing Bodies must:

- Ensure that sufficient resources are allocated and authorised within the academy's budget to meet statutory procedures and standards for health and safety in the academy
- Consider the impact of health and safety in all strategic and operational decision making.
- Implement ways in reducing the likelihood of people being harmed by MAT activities.
- Monitor findings from local Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust as instructed.
- Ensure the academy adopts the Trust's accident reporting and investigation procedure.
- Ensure that the Academy has adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the premises, and where applicable, follows the Trust's instructions.
- Agree with the Trust's Facilities and Estates Manager and/or Health and Safety Advisory Service a programme of health and safety inspections/audits
- Ensure the development and implementation of the overall health and safety strategic plan.
- Ensuring all staff receive adequate health & safety training

1.3 Headteachers

Each Headteacher is responsible and accountable for the implementation and compliance of this policy within their academy, ensuring that a positive health and safety culture is encouraged and developed within the Academy, and that all staff and students understand their responsibilities and adhere to the MAT Health and Safety Policy

The Headteacher is legally responsible for health and safety matters at their respective academy site and when staff and pupils are engaged on academy activities off site. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974. They have overall responsibility for the development, implementation and review of the academy's health and safety policy and the development, implementation and review of its health and safety management system.

Their responsibilities include:

- Providing leadership and direction so that the health, safety and wellbeing of all employees, pupils and other persons affected by academy activities is assured and ensuring that all management decisions reflect the principles of the academy's Health and Safety Policy.

- Ensuring the development, implementation, monitoring and review of the academy's health and safety management systems through clearly defined:
 - Structures
 - Procedures
 - Resources
 - Improvement Plans

They must establish detailed plans and strategies to implement the academy's health and safety plans, policies and procedures.

These will:

- Meet the academy's health, safety and wellbeing responsibilities for Safeguarding pupils
- Cover both normal activities and foreseeable emergency situations.
- Identify priorities.
- Ensure the allocation of resources.
- Set deadlines.
- Allocate responsibilities to individuals and or groups to achieve health and safety objectives, and ensure these have been agreed with each designated individual and or group.
- Ensure there are formal arrangements for consultation with employees or their representatives on health and safety issues that may affect them.
- Ensure that there are arrangements to ensure the health and safety competency of all employees and contractors, and to nominate suitably qualified persons to carry out the duties of the academy's "Health and Safety Co-ordinator".
- Ensure the establishment of a proactive risk assessment system as desired by the MAT and the development and implementation of the required risk control systems.
- Ensure there are arrangements in place for the systematic auditing of the health and safety management system.
- Prepare, and submit to their respective Governing Body/ Board of Trustees, an annual report that provides an overview of the significant Health, Safety and Wellbeing issues that have arisen during the preceding year.

Members of staff have a duty to inform the Headteacher of any decisions by the Governing Body/Board of Trustees, or any other significant contraventions, that may constitute a contravention of health and safety legislation or is not in accordance with the principles of the academy's Health and Safety policy.

1.4 Senior Staff and Line Managers

Senior Staff and Line Managers must ensure that all new employees are made aware of the academy's Health and Safety Policy and relevant procedures at their induction briefing. This information must include the name(s) of the employees who have specific health and safety duties. Line managers are also responsible for:

- Ensuring all activities for which they or their staff are responsible meet the academy's health, safety and wellbeing responsibilities for Safeguarding pupils
- Ensuring that health and safety matters brought to their attention (whether these are their/their staffs' responsibility or not) are dealt with expediently and appropriately.
- Ensuring adequate supervision of employees within their area of responsibility.
- Ensuring that risk assessments are undertaken for the area and activities for which they have responsibility.
- Personal participation and accountability in planned inspections and accident investigation activities.
- Ensuring that adequate provision has been made for first aid and emergency evacuation within their area of responsibility.

As part of the academy's staff Performance Management arrangements, line managers will make a suitable and sufficient appraisal of every employee, (who reports directly to them) to ensure that they are able to undertake their work without undue risk to themselves and others.

Line managers will attend such training as is considered necessary for them to carry out their duties effectively.

They will also provide or contribute to reports on health and safety performance where required, including successes and failures, at specified intervals to senior management or the schools Health and Safety Co-ordinator, to help the review of the academy's health and safety management system. This will include information concerning any deficiencies in health and safety plans, standards, procedures and systems and any action taken to rectify these. Where an issue poses an immediate serious risk to persons or property this feedback will be provided by the swiftest possible means.

Line managers will ensure active participation of their staff (and as appropriate other persons in health and safety activities) and that health and safety is a standing agenda item on all committee/team/departmental/staff meetings.

They will also ensure that all their staff are competent to carry out their assigned duties in a safe manner.

1.5 All Employees

The academy recognises that employees are a key resource and no health and safety policy is likely to be successful unless it actively involves the employees of an organisation. Although the main responsibility for ensuring the health and safety of all persons who could be affected by academy activities lies with managers, each and every employee must play their part, otherwise satisfactory levels of safety will not be achieved. In the context of this document the reference to employees should be regarded to include all employed individuals including temporary workers and trainees. All employees must be aware of health and safety requirements relevant to their work and comply with these.

The general duties of employees include:

- Taking reasonable care for the health and safety of themselves, pupils and other persons (including members of the public) who may foreseeably be affected by their acts or omissions whilst at work. This includes ensuring the academy's health, safety and wellbeing responsibilities for Safeguarding pupils are met.
- Not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health, safety and wellbeing in pursuance of a statutory requirement.
- Effectively supervise all activities of the children under their charge.
- Observe all safety procedures and instructions issued by the academy/line management.
- Co-operate with their managers or any other person, (e.g. contractors working on site) to enable duties or requirement imposed on them to be complied with to the required standard. This requires employees to follow established safe systems of work and any verbal work instructions given by their immediate line manager.
- Not to use machinery, equipment, substances, transport or other work equipment or safety device except in conformity with training and instruction provided by the academy.
- Reporting accidents to their line manager by the swiftest possible means and co-operating in any investigation, in order that remedial actions can be developed to prevent a re-occurrence.
- Notifying their manager immediately of any situation at the academy or when working off site of which they become aware that has the potential for serious and imminent danger to health and safety including Safeguarding risks.
- Notifying their manager of any shortcomings in protective measures of which they become aware.
- Receive sufficient health and safety instruction to enable them to carry out their duties with the minimum of risk to themselves or others.
- To consider and, where necessary, comment on information provided to them when

consulted on the measures taken by the academy to reduce the risks to the health and safety of employees whilst at work.

- Employees who visit other places of work as part of their duties are required to comply with the requirements of any Safety Policy relating to those premises which are over and above those of the academy.

Where necessary specific additional roles will be defined and formally communicated to the relevant persons.

1.6 Contractors working on site

The Headteacher is responsible for ensuring that procedures are in place for ensuring all contractors on site are aware of the emergency evacuation procedures and have sight of the academy health and safety policy as appropriate to their work.

All contractors must be informed of any known hazards which might affect them whilst at work. Contractors in turn should notify the Headteacher or the Premises/Site Manager of any hazards arising from their activities which may affect the occupants of the academy. Please ensure local arrangements for each Academy are followed. The Trust does have a clear contractor induction procedure that can be adopted and followed.

1.7 Visitors

All visitors **must report to the school's reception** where a signing in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the Academy. Contractors working in the academy's premises will be made aware of the health and safety arrangements applicable to them by a designated Competent Person or the Premises/Site Manager.

1.8 Academy Health and Safety Co-ordinator

The Headteacher will be responsible for co-ordinating Health and Safety work within the academy or, where appropriate, they will designate a suitable member(s) of staff as the academy's Health and Safety Co-ordinator(s). Where there is more than one Health and Safety Co-ordinator (for example, there may be a departmental H&S Coordinator for science), there will be a clear division of responsibilities between them to ensure no issues are missed or duplicated.

The person(s) responsible for Health and Safety Co-ordination will:

- Act as the academy's liaison officer on all health and safety matters, working with the academy's Health and Safety advice provider and assisting senior staff, the Headteacher or Governors.
- Where appropriate, arrange in consultation with the Headteacher for suitable persons from within the academy to be appointed as "Competent Persons". Arrange for those so appointed to receive adequate training and instruction to enable them

to carry out, where necessary, risk assessments as required by health and safety regulations. Liaise with the academy's appointed "Competent Persons" on health and safety matters.

- Ensure that proper records of accidents and incidents are maintained in accordance with the Trust's accident reporting and investigation procedures.
- Bring any serious incident, or significant breach of any health and safety legislation, to the immediate attention of the Headteacher.
- Assist the Headteacher to prepare an annual Health, Safety and Wellbeing summary report for submission to the local Governing Body and then the Board of Trustees.

Part Two: Health and Safety Arrangements

2.1 Health and Safety Advice

The Academy's Health and Safety Advice provider will:

- Advise on all health and safety matters at the academy or advise where specialist support may be obtained.
- Advise on an overall Health and Safety Policy for the academy and on health and safety policies, procedures and documentation which ensure that the academy complies with current health and safety legislation.
- Advise on possible training for all staff to assist them to understand and carry out their Health and Safety related duties effectively.
- as appropriate, investigate and report on accidents and incidents involving either the workplace or work activity of the academy.
- Provide advice and guidance to the Headteacher and/or Board of Trustees on all health and safety matters.
- Advise on procedures to ensure that the academy fully meets its obligations to carry out risk assessments as required by current health and safety legislation.

Advise on or, if appropriate, undertake audits of the academy's health and safety arrangements to ensure they are adequate and procedures are being fully implemented.

2.2 Consultation with recognised trade unions and individual Academy H&S Committees

The MAT/Academy recognises that under the "Safety Representatives and Safety Committee Regulations 1977" (as amended) and the "Health and Safety (Consultation with Employees) Regulations 1996" (as amended) it is required to consult with employees and their elected representatives on health and safety matters. Each academy will have a Health and Safety Committee.

The Health and Safety Committee focuses on pulling together all the separate areas and systems of health and safety management, and provides the overarching overview to successful application of this policy within the academy or multi-academy site.

The Health & Safety Committee must include (as a minimum): -

- Headteacher or designated senior leader
- Site Manager or most senior site operative
- One teaching and one support staff representative

It may include a member of the academy's LGB if there is one with expertise in this area.

The committee can create its own terms of reference but the agenda should include:

1. Accidents of note since the last meeting, how many accidents in total and are there any trends.
2. Building works/modifications planned.
3. Review of action plan following audits / site inspections.
4. Risk assessment progress and review
5. Training needs
6. First Aid provision / qualifications etc.
7. Review of processes for risk assessing and authorising educational visits.
8. Inspection findings and required actions.

The MAT also consults on all staff related policies with recognised trade unions as part of our Joint Consultative Committee..

2.3 Supporting H&S Policies

The MAT has a number of supporting H&S policies and procedures which require local detail for the relevant academy within the Trust. You can find these on the relevant server. These would be:

- Management of Asbestos (Asbestos Management Plan)
- H&S Induction of Staff
- Managing Visitors and Contractors
- Display Screen Equipment Policy
- Risk Assessment Policy
- Local Fire and Evacuation Procedures
- Accident Reporting and Investigation Procedures

- First aid and Administration of Medicines
- Safeguarding
- Lone Working
- Educational Visits
- Adverse Weather
- Water Hygiene Management
- Academy Transport

The CLP Facilities and Estates Manager is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella.

The Facilities and Estates Manager must ensure that:

- Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the Business Director.
- When awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy
- Central Trust contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition.
- The correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on academy premises are accurately carried out.
- Academy asbestos registers and asbestos management plans are maintained and readily available.
- Systems are established to ensure that all contractors engaged by the MAT meet the health and safety requirements, including relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding checks.
- Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken.
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, academy activities - ensuring safeguarding requirements are met.
- There is a programme of servicing and inspection of workplace.
- There is a programme to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.
- There is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.

