

South Bank Multi Academy Trust

Health & Safety Policy

Approved by Trustees 10th July 2019

Review Timetable: 2 years

Renewal Date: January 2021

CONTENTS

Page	Content
1	Contents
2	Statement of intent
3	Introduction and linked policies
3	Purpose
4	The role of the employees
5 - 8	Organisation
7	Roles and responsibilities
8	Training
8	Managing a critical incident

STATEMENT OF INTENT

As a responsible employer, the South Bank Multi Academy Trust (SBMAT) is committed to the following:

- To reduce accidents and work-related ill health to as low a level as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Ensuring each school has a Health & Safety Governor and Health & Safety staff representative.
- Assessing and minimising risks from work activities on and off school premises.
- Providing a safe, healthy and secure working and learning environment for staff and pupils.
- Ensuring safe working methods and providing and maintaining safe work equipment.
- Providing appropriate health and safety information, instruction, supervision and training.
- Ensure staff are competent to do their tasks.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our risk assessments and control measures to ensure they are effective and engaging a competent external health and safety provider.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist through the Trust for all.
- Ensuring adequate resources are made available for effective health and safety risk management.
- Learning from our own health and safety experiences and sharing learning opportunities with other schools and to implement controls where appropriate.
- Selecting and engaging competent contractors who work safely.
- Providing adequate first aid cover and occupational health support.
- Ensuring that the Health, Safety and Welfare of all its employees are a core management function.
- Ensuring that the level of Health and Safety performance across the Trust is consistent with best practice in education.
- Ensuring that the importance of safety is shared with contractual workers and visitors to all schools in the Trust.
- Ensuring full co-operation with key partners, such as Trade Unions, City of York Council, public bodies, other local employees and any regulatory bodies.
- Ensuring that policy and procedure is regularly revisited and revised, so that documents are current, reflect recent experiences and advice, and are fully understood by all employees.

Signature of Chair of the Trust Board



Signature of the Trust Principal



1. INTRODUCTION & LINKED POLICIES

- 1.1 This policy sets out procedures and guidelines that enable each school and the Trust itself to demonstrate that they comply with the Health & Safety at Work etc Act 1974 and the regulations made under this Act. This includes the Management of Health and Safety at Work Regulations 1999, including the requirement for employers to take all reasonable steps to ensure that staff and pupils are not exposed to unnecessary risks to their health and safety. This applies to activities on and off the school sites.
- 1.2 The procedures and guidelines set out in this policy also ensure that the health and safety of all visitors to the site is taken into account.
- 1.3 This policy and its procedures should be applied in addition to and alongside the following policies:

TRUST POLICIES / PROCEDURES	SCHOOLS POLICIES / PROCEDURES
<ul style="list-style-type: none"> • Safeguarding & Child Protection • Lone Working • Business Continuity / Critical Incident & Recovery Plan • Staff Code of Conduct 	<ul style="list-style-type: none"> • First Aid • Manual Handling • Working at height • Medical Needs • Educational Visits • Lone Working • COSHH & Infection Control • Asbestos Management • Smoking • Adverse Weather • Lockdown • Fire • Fire Evacuation Plan • Visitor • Contractors • Minibus School Security • Legionella • Staff Welfare • Use of Resources, Substances and Equipment

2. PURPOSE

- 2.1 South Bank Multi Academy Trust (SBMAT) has a responsibility to manage and reduce all significant organisational risks to ensure a safe working environment for all staff, pupils and visitors.
- 2.2 This policy applies to all staff employed by the SBMAT.

2.3 This policy requires each school to understand and follow the following four steps for the appropriate management of risk:

- i. Identify the potential for risk;
- ii. Introduce measures to manage risks;
- iii. Inform employees about the risks and measures taken to manage them;
- iv. Ensure employees receive adequate training on health and safety matters.

2.4 This policy is relevant to the following areas of risk (NB: This is not an exhaustive list):

- Safeguarding & Child Protection
- Lone Working
- Critical Incident
- Accidents / Slip & Trips
- Manual Handling
- Working at Height
- Individual Medical Needs
- Educational Visits
- Infection Control
- Asbestos
- Smoking
- Adverse Weather
- Fire
- Visitors
- Contractors
- Minibus / Travel
- Legionella
- Staff Welfare
- Use of Resources, Substances and Equipment

3 THE ROLE OF EMPLOYEES

3.1 Employees are required by law to have regard to their own health and safety and that of others affected by their work. They must cooperate with the employer on health and safety matters, perform their duties in accordance with training and instructions and inform their employer of any situation in work that represents an immediate serious danger so that appropriate action can be taken.

3.2 Teachers and other staff in schools, when in charge of pupils, have an additional, common law duty to act as any prudent parent would.

- 3.3 All Trust employees are provided with guidance about Health & Safety as part of their induction. There is an obligation, for employees to follow that guidance surrounding their own safety and that of others while at work.
- 3.4 Where the employee has been provided with specific training in relation to their role, there is an obligation, for the employee to adhere to the requirements of that training and to inform their employer immediately if they experience any difficulty in doing so.
- 3.5 All school staff have a responsibility to advise the Headteacher of any situations, equipment or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.

4. ORGANISATION

In order to achieve compliance with the Statement of Intent, specified roles within the Trust's management structure will have additional responsibilities assigned to them as detailed below. The Board of Trustees creates and manages the structure of health and safety across the Trust; however, the schools have responsibility for the day to day management of Health & Safety.

4.1 BOARD OF TRUSTEES

The Board of Trustees has ultimate responsibility for all Health & Safety matters within the SBMAT, however they delegate the day-to-day responsibility to the Trust Principal. The Board of Trustees has a duty to ensure that staff and pupils are not exposed to unnecessary risks of their Health & Safety, either on or off the school premises when involved in school activities e.g. educational visits, travel, sporting events.

4.2 TRUST PRINCIPAL

The Trust Principal is responsible for all Health & Safety matters across the Trust in line with delegation from the Board of Trustees.

The Trust Principal is accountable to the Board of Trustees to ensure that:

- Each school complies with local and national Health & Safety requirements.
- Each school has systems and processes in place to maintain safe working practices and procedures for staff and pupils.
- Procedures set out in this policy (and related policies) are followed.
- A termly inspection of the premises (internal and external) takes place, identifying and responding promptly to any safety concerns.
- Appropriate Risk Assessments are carried out and regularly reviewed.
- The school periodically reviews its individual Disaster Plan (set out within the Trust's Business & Recovery Plan)
- Seek to resolve any Health & Safety problems identified by staff
- Report to the Trust Board those issues which are beyond the limits of the Governors' responsibilities, taking appropriate short-term steps to minimise the risk until rectification.

- Support and facilitate Health & Safety training wherever relevant.
- Accidents and incidents are monitored, that all preventable steps are taken to avoid recurrence, and that the success of such measures is reviewed regularly.

4.3 HEALTH & SAFETY GOVERNOR

Each school's Health & Safety Governor has the following management responsibilities to ensure:

- The school's Health & Safety systems and processes are being implemented effectively.
- There is a link between the Governing Body and the school in relation to Health & Safety.
- That the school is represented in the Trust Health & Safety working group meeting.
- Advice is sought from the Trust's Health & Safety chosen provider at appropriate times and implemented.
- Persons have sufficient experience, knowledge and training to safely perform tasks required of them.
- The Headteacher and other school leaders develop a sensible approach to Health & Safety management ensuring a proportionate response to reducing risks in school.
- Clear procedures are created to assess risks and put in place sensible control measures and safe systems of work.
- Procedures are in place to ensure only contractors who are capable of working safely are selected and engaged.
- Health & Safety performance is measured both actively and reactively.
- That work place inspections are carried out periodically and reviewed.
- That the Local Governing Body is updated in respect to Health & Safety and the school.
- That Health & Safety is a standing item on Local Governing Body meetings.

4.4 HEADTEACHER / HEAD OF SCHOOL

It is the responsibility of the Headteacher / Head of School to:

- Manage all Health & Safety matters in accordance with this policy.
- Allocate sufficient resources in respect to finance, time, equipment and staff to deliver the policy's objectives.
- Draw the attention of staff to this policy and associated procedures.
- Ensure that appropriate induction is provided specific to the postholder's individual needs, including a relevant Handbook or workplace instruction.
- Ensure that staff receive Health & Safety training appropriate to their role and responsibilities
- Ensure education visits / off site learning is managed in line with the Evolve system adopted by CYC and NYCC.
- Ensure that appropriate emergency procedures are in place.
- Arrange for termly practices of emergency evacuation procedures.

- Ensure that risk assessments are carried out as required, putting measures in place to reduce risk where needed.
- Ensure that all relevant incidents/accidents are reported to the Trust's chosen Health & Safety provider, using the agreed incident form.
- Ensure that records are made of all incidents where First Aid is given.
- Clear procedures are created to assess risks and put in place sensible control measures and safe systems of work.
- Ensure that no works are carried out by the Site Manager or any contractor, without prior consideration of Asbestos Management requirements
- Seek support and advice from the Trust's chosen Health & Safety provider to resolve any problems

4.5. MEMBERS OF STAFF

It is the responsibility of all staff to:

- Share responsibility for the management of Health & Safety, with support from the Headteacher and Governing Board.
- Take reasonable care of their own Health & Safety and that of anyone else who may be affected by their acts or omissions at work.
- Attend Health & Safety training as directed by the Headteacher or designated Senior Leader.
- Ensure that relevant policies, procedures and guidance are followed at all times.
- Ensure that there is no intentional interference with, or misuse of, anything provided by the school, in the interests of the health, safety and welfare of everyone in the school building.
- Reinforce the importance of school rules when moving around school and using school equipment.
- Use any equipment, substances or safety devices in accordance with instructions and training.
- Explain to pupils the safest way to carry out tasks and instructions.
- Provide effective supervision of pupils in order to minimise the risk of accidents or incidents.
- Report immediately to the Headteacher any observed risks to Health & Safety in and around school.
- Maintain good standards of housekeeping.

5. ROLES & RESPONSIBILITIES

- 5.1 Each school within the Trust will clearly identify the named person(s) for the following discrete responsibilities (see Health & Safety Responsibility Chart in the school):

- Site Manager / Senior Site Manager
- Site Asbestos Liaison Officer (SALO)
- Site Legionella Representative (SLR)
- Responsible person for Fire Safety
- First Aider(s)
- Educational Visits Co-ordinator
- Risk Assessment Manager
- Designated Safeguarding Officer
- Medical Needs Manager
- Display Screen Equipment Assessor

5.2 Training will be provided for the above named persons to undertake their role and responsibilities.

5.3 These named individuals will be identified individually and visibly in the school's entrance area.

5.4 The key functions of these individual roles are set out in the Health & Safety Staff Responsibility Chart and will be incorporated into the relevant Job Descriptions.

6 TRAINING

6.1 The Trust Board and the Trust Principal will consider Health & Safety training on an annual basis, focusing on mandatory training as a priority.

6.2 All new employees will receive Health & Safety Induction training. This will constitute familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits) and local arrangements.

6.3 All staff must be made aware of the content of this Health & Safety Policy and relevant local policies and supporting procedures.

6.4 All training records will be maintained to ensure that training is up to date and appropriate for any extra duties or responsibilities undertaken.

7. MANAGING A CRITICAL INCIDENT

7.1 The Trust has agreed a separate Business Continuity Plan, which sets out how any critical incident impacting on an individual school would be managed.

7.2 Within the Business Continuity Plan, each school has identified the specific procedures it would implement in the case of individual disaster scenarios. This individual Business Continuity Plan is overseen at Local Governing Board level.