

Learning Accord Multi Academy Trust

Health, Safety and Well-being Policy



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Introduction

As the employer of staff, Learning Accord Multi Academy Trust has overall responsibility for the health, safety and welfare of staff and students in all of its academies. Learning Accord Multi Academy Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When staff are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Learning Accord Multi Academy Trust is committed to ensuring the health, safety and well-being of all its employees and other persons who may be affected by the Trust's activities.

This Health and Safety statement demonstrates the commitment of the Members, Trustees and the CEO of the Learning Accord Multi Academy Trust to achieve high standards of health and safety.

Learning Accord Multi Academy Trust will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. This policy statement should be read in conjunction with the local Health and Safety Policy of each member academy. The responsibility of implementation of the Health and Safety Policy at each Academy lies with the Local Governing Body and Headteacher / Principal as set out within the Governance Handbook and scheme of delegation.

Although overall accountability for health and safety lies with Learning Accord Multi Academy Trust, day-to-day responsibility for the health and safety of staff and students in individual academies is delegated to the Headteacher, who in turn will delegate particular functions to other staff, in particular the Premises Manager.

The local governing bodies of academies within Learning Accord Multi Academy Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Management Team of the academy and relevant staff of the trust to support good health and safety management.

The policy below is required for adoption by all Learning Accord Multi Academy Trust academies.

Contents

1. Statement of Intent	4
2 Organisation	5
2.1 Responsibilities of the Local Governing Body	5
2.2 Responsibilities of the Headteacher	5
2.3 Responsibilities of Senior Leaders	6
2.4 Responsibilities of the Caretaker	7
2.5 Responsibilities of all Employees	7
2.6 Responsibilities of all Students	8
3 Arrangements	8
3.1 Health and Safety Representatives	8
3.2 Health and Safety Committee	9
3.3	9
4 Local Arrangements within Academies	10
5 Health and Safety Competence and Capability	11
6 Consequences of Non Compliance with the Academy's Health and Safety Policies and Standards	12
7 Review and Revision	12

1. Statement of Intent

The Governing Body of each Learning Accord Academy undertakes to meet fully its responsibilities under the 'persons in control of premises section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

This policy reflects our commitment to ensuring that health and safety is paramount to the Academy Trust and that effective management of health and safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the Trust.

Signed: Date:
(Chair of Directors)

Signed: Date:
(MAT CEO)

This policy will be reviewed annually.

2 Organisation

2.1 Responsibilities of the Local Governing Body

The Governing Body will ensure that:

- The Headteacher produces a school health and safety policy for the academy for approval and adoption by the governing body.
- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- Regular termly safety inspections are undertaken.
- Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- Health and safety is a standing item on all agendas.
- An annual health and safety report is published.
- A positive health and safety culture is established and maintained.

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for the implementation of the Health, Safety and Well-being Policies in their Academy. As a general rule the direct responsibility of Managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

The Headteacher will ensure that:

Control

- Ensuring there are appropriate arrangements in the academy for implementing the academy's Health, Safety and Well-being Policy, and ensuring that the policy and arrangements are effectively communicated and implemented.
- Establishing arrangements for the effective coordination of health and safety throughout the academy.
- Supporting Subject Leaders in coordinating the development, review and revision of the academy's health and safety policy, standards and risk assessments.

Cooperation

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for cooperation and coordination with other users of the academy site and that, where necessary joint health and safety arrangements are recorded and agreed.

- Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and well-being committee meetings or staff meetings).

Communication

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that health and safety standards accessed via the Schools communication channels are made available to relevant employees.
- Setting up arrangements for the effective communication of health, safety and information relevant to all staff, visitors, contractors, volunteers, pupils etc.

Competence and Capability

- Ensuring that all employees are competent and have the capability to carry out their role / function.
- Ensuring that records of health and safety training and development are maintained by the academy.
- Coordinating the identification of health and safety training and development needs to meet the requirements of the academy's health and safety policies, standards and risk assessments.

Planning and Implementation

- Ensuring there are arrangements in place for managing risks arising from the academy's activities or premises.
- Supporting the establishment of adequate arrangements for:
 - First aid.
 - Fire and emergency evacuation/invacuating.
 - Reporting of health and safety incidents, hazards and concerns.
 - Other day-to-day health and safety procedures as needed.

Monitoring and Review

- Ensuring systems are in place for monitoring and reviewing health and safety in the academy.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly (at least annually) reporting school health and safety performance to the Local Governing Body.

2.3 Responsibilities of Senior Leaders

Deputy and assistant Headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management. Subject Coordinators may be expected to oversee health and safety matters relating to their curriculum areas.

2.4 Responsibilities of the Caretaker

The Caretaker will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- Adequate systems are in place for the management of asbestos and control of legionella.
- All premises-related accidents/incidents are recorded and investigated.
- Regular inspections of the premises take place, with union safety representatives invited to take part.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

2.5 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All employees are responsible for:

Control

- Looking after their own safety and the safety of others affected by their work.

Cooperation

- Cooperating with the academy, by following safe working practices and carrying out their health and safety responsibilities as detailed in the academy's policies, risk assessments and health and safety standards.

Communication

- Reporting to their Line Manager any hazards they identify and any inadequacies in health and safety procedures.

Competence

- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

Planning and Implementation

- Using work equipment provided correctly, in accordance with instructions or training. Ensuring that if they organise projects or activities involving pupils or other nonemployees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring

- Reporting health and safety incidents, in accordance with the academy's health and safety Incident Reporting Procedure.

Safety Education

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

2.6 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

- Follow all instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

3 Arrangements

3.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. Learning Accord Multi Academy will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. Learning Accord Multi Academy will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union	Name of health and safety representative
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There are currently no H & S Representatives at Learning Accord Academies.

3.2 Health and Safety Committee

Each academy will establish a health and safety committee to ensure compliance with the law and also the development of a positive health and safety culture within the workplace. Each Academy recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

3.3 Responsibilities for Academy Visits

The Academy undertakes educational visits and has appointed a Senior Manager as an Educational Visits Coordinator (EVC) who has:

- Sufficient and relevant experience in running visits.
- The competence to train and monitor others.
- The authority to agree or not to agree to visits.

Where the academy has any part in organising events, trips or activities beyond the academy gate it recognises that it has a responsibility. The academy's pastoral responsibilities cannot be delegated to other external providers.

The academy has developed a policy on visits beyond the school gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the academy are subject to this policy.
- The visits system, including the academy approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

Control

- Developing and implementing an academy procedure for the training, support, planning, monitoring and approval of academy visits.
- Supporting the Headteacher and Governing Body as required with information, visits, approval and other decisions.

Competence and Capability

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that Criminal Records Bureau disclosures and safeguarding measures are in place
- Ensuring that their own competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governing Body, Headteachers, visit leaders, employees and volunteers in relation to educational visits and the academy's educational visits policy.

- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on “everyday risk” and when further advice is necessary.

Planning and Implementation

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to the academy’s inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each academy visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

Monitoring and Review

- Monitoring all aspects of the planning of visits to ensure they meet the academy’s requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Keeping records of individual visit plans (a legal document), as well as reference material for the academy, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

Access to Further Advice on Educational Visits

- The academy has access to specialist advice on educational visits from the Local Authority using the Evolve system.

4 Local Arrangements within Academies

The academy will establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas.

- Reporting of Incidents/Injuries/Accidents
- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements through performance management and disciplinary processes.
- Asbestos management (where applicable)
- Contractors on site
- School security
- Slips and trips
- Vehicle movements
- Fire safety (including fire risk assessment)
- Electrical safety
- Minibus safety (where applicable)
- ICT use
- First aid
- Infectious diseases

- Severe weather
- Administration of medicines
- Critical incidents
- Dignity at Work
- Stress management
- Water safety/legionella
- Requirements to carry out risk assessments including for Stress,, Violence, Lone working, Manual handling, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers
- Statutory inspection and maintenance of work equipment, plant and service.

5 Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The academy considers health and safety competence requirements as an integral part of:

- Recruitment and selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety

Performance Management

The academy follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Training (legal requirement)

There is a legal requirement to take account of an employees' health and safety capabilities when giving them tasks. More specifically there is a requirement to

provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The academy ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The academy's keep a record of Health & Safety training which are undertaken by employees.

6 Consequences of Non-Compliance with the Academy's Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health and safety monitoring systems, an appropriate response is required to hold Managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal Line Management process.
- Through performance reviews.
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The academy's HR policies give full details on disciplinary and misconduct procedures.

7 Review and Revision

The Board of Trustees will ensure that this Health, Safety Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.