



Learning
Community Trust

Health and Safety Policy Statement

Approved by Trust Board	
Approved by Trust Recognised Trade Unions	
Review Date	

Introduction

This policy statement is based on Telford and Wrekin's Education Health and Safety Manual and Multi Academy Trust templates adopted for the Learning Community Trust. The Statement is an overview of the Trust's commitment and responsibility to Health & Safety. Each Academy will produce their own detailed Policy Statement and Polices that aligns to this document using the Learning Community Trust agreed template to meet the diverse requirements of each Academy.

1. Objectives

1.1 The objectives of this document are:

- a. To set the general direction for health, safety and welfare throughout the Learning Community Trust.
- b. To demonstrate the Trust's commitment to health and safety.
- c. To meet the requirement of Section 2(3), 3 and 4 of the Health and Safety at Work Act 1974 and other statutory and common law duties, including a written statement of general policy on health and safety.

2.2 This Health and Safety Policy Statement is the lead document for health and safety within the trust and applies to all staff, governors, visitors and contractors.

2. Statement

3.1 The board of trustees recognises its health and safety responsibilities under the Health and Safety at Work Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, pupils, visitors and contractors using the academy premises or participating in school sponsored activities.

3.2 The Trust believes that the prevention of accidents, injury or loss is essential to the efficient operation of its academies and the education of its pupils.

- 3.3 The Trust will ensure, so far as is reasonably practicable, the safety of all staff, pupils and any other person who may be directly affected by its operations by:
- a. Ensuring significant health and safety risks arising from its activities are adequately controlled;
 - b. Providing and maintaining safe plant, equipment and systems of work;
 - c. Managing and maintaining a safe and healthy working and learning environment;
 - d. Ensuring that staff receive appropriate training and are competent to carry out their designated duties;
 - e. Providing sufficient information, instruction and supervision to enable staff to avoid hazards and contribute positively to their own health and safety at work;
 - f. Involving employees in health and safety decisions through consultation and co-operation.
- 3.4 The Trust will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.
- 3.5 The Trust's policy will be implemented with the full co-operation of Trustees, Academy Governing Boards (AGBs) and staff.
- 3.6 All employees have a duties under the Health and Safety at Work Act 1974 and must actively support the Trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in disciplinary action in line with the Trust's Disciplinary Policy.
- 3.7 The Trust will provide and maintain joint consultation on health and safety matters and will co-operate with agreed safety representatives.
- 3.8 The policy statement will be reviewed on an annual basis to sustain its compliance and effectiveness. Any changes will be communicated to all staff.

4. **Roles and Responsibilities**

4.1 **The Board of Trustees**

The board of Trustees has strategic responsibility for health and safety within the areas of academies undertakings. They shall ensure that:

- Sufficient resources and strategic direction are allocated by it and its academies to ensure as far as reasonable practicable a safe and productive working environment.
- Competent health and safety advice is available in order to assist line management and comply with regulatory controls.

4.2 **The CEO**

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring the objectives of this Health and Safety policy Statement are implemented. The CEO shall ensure that the Board of Trustees:

- Oversees the provision of health and safety leadership focused on the management of significant risk.
- Monitors overall performance of the health and safety management systems and are kept informed of, and alerted to, relevant health and safety issues.

4.3 Chief Operating Officer (COO)

The CEO may delegate functions and responsibility to the COO to ensure effective implementation of this Health and Safety policy Statement. The COO will ensure that:

- Effective systems and procedures are in place to assist in the implementation of effective health and safety working practices.
- Identify training needs to ensure that staff are competent to carry out their duties.
- Implement and chair Health and Safety consultation meetings with safety representatives termly. Ensure that meetings are accurately recorded and that actions arising are addressed accordingly.
- Appoint Responsible Persons for high risk maintenance activities for Fire, Water, Gas, Electricity, Confined Spaces and Hot Works.
- Ensure that the recording and reporting of accidents are completed in a timely manner in line with the Education Health and Safety Manual and that all accidents and incidents are suitably investigated by the responsible manager.

4.4 Local Governing Boards (LGBs)

Local Governing Boards are responsible for the implementation of the Trust's policy and ensuring effective health and safety management systems within their school. They shall ensure that:

- Local arrangements are developed in line with the Trust's Policy Statement and set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out local procedures under the overall supervision of the head teacher.
- Sufficient resources are allocated to meet health and safety obligations.
- Health and safety performance is subject to regular monitoring and review.
- Staff are involved and consulted on relevant health and safety matters.
- All staff know and accept their individual responsibilities regarding health and safety and that health and safety training programs are in place and monitored.
- A member of the LGB is responsible for championing health and safety issues. This individual liaises with the school and provides information to the LGB.
- Any deficiencies or weakness brought to the attention of the LGB are rectified.
- Regular Health and safety audits are carried out.

4.5 Headteachers

The headteacher of each academy has responsibility for the day to day operation and management of health and safety as delegated by the Board of Trustees within all areas of the academy's undertakings. They shall ensure that:

- Policies and procedures adopted by the Trust are fully implemented and followed by staff.
- The policy and other appropriate health and safety information is communicated to all relevant people including contractors.
- Health and safety matters are given due consideration with other commitments and form an integral part of their activities.
- Health and Safety performance is reported to the LGB and Trust's COO.
- Staff are competent to carry out their roles and are provided with suitable information, instruction and training.
- Consultation arrangements are in place for staff and their trade union representatives (where appointed).
- Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- School premises, plant and equipment are maintained in a safe and serviceable condition.

Whilst overall responsibility for health and safety cannot be delegated, the headteacher may choose to delegate certain tasks to other members of staff.

4.6 **Academy Staff**

The headteacher may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the academy. These staff will:

- Apply the Trust's Health and Safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published health and safety guidance.
- Ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of staff under their control.
- Take appropriate action on health and safety and welfare issues referred to them, informing the headteacher of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their responsibility and report/record these inspections.

Under the Health and Safety at Work Act 1974 all staff (including volunteers, students on work experience and temporary workers) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All employees have responsibility to:

- Comply with the Trust's and academy's Health and Safety Policy and procedures at all times.
- Report all accidents and incidents in line with the academy's reporting procedure.
- Co-operate with and support management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests provided in the interests of health safety and welfare.
- Report all defects in condition premises or equipment and nay health and safety concerns immediately to their line manager.
- Take part in health and safety training as required.

5. Operation

5.1 Academies

Each LGB is required to establish health and safety policy statement and organisational arrangements to implements the Trust's policy in line with Telford and Wrekin's Education Health and Safety Manual.

The local policies will provide detailed operational arrangements for health and safety and will as a minimum meet the standards and requirements set out in this policy. Policies will include the following:

- Health and Safety Policy Arrangements
- Access and egress arrangements
- Accidents and reporting
- Asbestos (where applicable)
- Bad weather contingency plans
- Chemical and substances safety
- Computers
- Contractors
- Fire safety
- First Aid (administration and medicines)
- House keeping
- Lone working
- Manual Handling
- Mini Bus use
- Online Safety
- Outside school hours use of premises
- Parental help
- Manual Handling
- Portable Electrical Appliance Testing
- Pregnancy
- Risk Assessment

- School Security
- Smoking
- Stress
- Supervision of Pupils
- Training
- Violence
- Visits and Journeys
- Working at Height Equipment
- Work Equipment

5.2 **Learning Community Trust Team**

The CEO will ensure that organizational arrangements are in place for staff employed by the Trust. These arrangements will comply with the health and safety arrangements for the place of work for staff, whether on an academy site or elsewhere. This will include risk assessments, accident reporting arrangements, first aid, induction, DSE workstation assessment.

5.3 **Job descriptions/performance management**

Suitable clauses to highlight health and safety responsibilities will be included in all employee contracts and job descriptions appropriate to individual roles.

Performance management will be used to set and measure performance against health and safety targets and objectives and identify any health and safety training needs.

5.4 **Risk Assessments**

Each academy shall conduct and record risk assessments and ensure findings are brought to the attention of relevant staff. Risk assessments will be reviewed annually and following any significant changes.

5.5 **Induction**

All new members of staff will be provided with induction training appropriate to their roles.

5.6 **Monitoring**

Proactive health and safety monitoring is a line management function. In addition the Trust will measure performance by audit, inspection and accident/incident reporting and investigation.

Performance will be reviewed and reported at LGB meetings and at Board of Trustees meetings on a formal and regular basis.

A programme of health and safety audits will be delivered across all academies with each academy required to develop, maintain and report on health and safety action plans to ensure continuous improvement.

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