



Education
Partnership
Trust

Creating outstanding schools
which transform learning, lives
and communities

HEALTH AND SAFETY POLICY

Document Control

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1.0 STATEMENT OF INTENT

- 1.1 This policy applies to all Education Partnership Trust Employees and to any other person or organisation that may use Education Partnership Trust services or premises for any purpose.
- 1.2 Education Partnership Trust (EPT) recognises and accepts that it is responsible for providing a safe and healthy environment for the staff employed across the EPT, for the pupils attending the academies and for visitors and contractors who come on to the premises.
- 1.3 The Board will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 and those other regulations made under the Act. To this end, the Board have designated that the Headteacher has strategic oversight of each school's Health and Safety organisation and arrangements on its behalf and that each school's Headteacher is expected to reinforce the Board's intentions on Health and Safety.
- 1.4 Although overall accountability for Health and Safety lies with EPT, day to day responsibility for the Health and Safety of staff and pupils in individual academies is delegated to the Headteacher, who in turn will delegate particular functions to other staff. Each Headteacher will ensure that its Health and Safety Management systems (See Appendix 1) are duly in place, adequately rigorous and support this policy. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.
- 1.5 All managers are responsible for ensuring that employees are made aware of the location and contents of this policy through induction training for new employees and by regular updates for employees.
- 1.6 Education Partnership Trust will ensure that within the school's budgets, there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the school premises. As required under Regulation 2(2)(c) of Health and Safety at Work Act 1974, appropriate training will be delivered as necessary either in-house or by external training providers. Also, EPT shall make suitable and sufficient assessments of the risks to the health and safety of its employees to which they are exposed at work, and also to people not in its employment arising out of or in connection with the conduct of its undertaking, in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- 1.7 Each and every member of staff at the EPT and its schools must recognise that, under the Act, they have a personal responsibility for their own safety as well as the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer for fulfilling its duties under the Act and supporting legislation as well as under EPT's Health and Safety Policy.

2.0 ROLES AND RESPONSIBILITIES

2.1 The **CHIEF EXECUTIVE** of The Education Partnership Trust has overall responsibility for the management of health and safety activities in the trust and must ensure that:

- The health, safety and welfare of employees, pupils and visitors on school premises / activities is maintained.
- Competent health and safety advice is available.
- Health and safety guidance / support is provided.
- Effective arrangements are in place to implement the policy.
- Employees are trained in line with their responsibilities.
- Monitoring takes place and is evidenced.
- One or more competent persons are appointed to assist in undertaking the measures required to ensure compliance with legislation. Their duties include:
 - the provision of advice on corporate health and safety matters including new health and safety legislation, policies and procedures to The Education Partnership Trust.
 - Formulation of new policies and procedures for approval by The Education Partnership Trust and its Board of Directors.
 - The review of existing policies and procedures over a five-year programme.
 - Completion of health and safety audits to an agreed programme.
 - Liaising with the Health and Safety Executive (HSE) and other enforcing authorities.

2.2 The **EDUCATION PARTNERSHIP TRUST** and its board of directors are responsible for ensuring The Education Partnership Trust meets its legal obligations under health and safety legislation, and the trust and its board of directors will ensure, so far as is reasonably practicable, that there are suitable and sufficient employees, resources and funds available to meet the requirements of legislation.

2.3 The **BOARD OF DIRECTORS** will ensure that they:

- Have overall co-ordination, communication and implementation of the corporate health and safety policy throughout their areas of responsibility.
- Ensure that there are adequate procedures in place for notifying any shortcomings in health and safety arrangements within their areas of responsibility to the Chief Executive.
- Review and monitor the health and safety performance of all service areas on the effectiveness of the Health and Safety Policy and that the resources required are in place, competent and suitable.
- Establish a Health and Safety Committee to meet on a termly basis.
- Maintain a working knowledge of health and safety relating to the area of responsibility and services.
- Provide training as is required to comply with Health and Safety at Work etc Act 1974.
- Foster a 'safety culture' within their area of responsibility to ensure that employees comply with their duties and obligations in health and safety matters.
- Act upon or make recommendations, as appropriate, based upon advice supplied by the Competent Safety Representative, the Health and Safety Executive (HSE), Lancashire Fire and

Rescue Service (LFRS) Greater Manchester Fire Rescue Service (GMRS) and other enforcement bodies.

- Set a personal example to employees and others at all times in respect of health, safety and wellbeing.
- Ensure appropriate departmental resources are made available to provide training and maintain health and safety systems.
- If an issue arises, ensure that their relevant safety representatives are informed.

2.4 A director responsible for health and safety has specific responsibility to:

- Ensure an effective reporting system is in place to collect, collate and analyse information on accidents, incidents and near misses involving employees.
- Report any accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.

2.5 The **LOCAL GOVERNING BODY** will ensure that:

- A governor is appointed to monitor health and safety;
- The implementation and effectiveness of the health and safety policy is monitored and, if necessary, actions are taken to address issues identified;
- Reports are regularly provided to it by the Headteacher to evaluate health and safety performance in the school (e.g. accident reports, inspections, audits and performance statistics), these are considered, and appropriate action taken where required;
- Consultation with employees takes place through a Health and Safety Committee or alternatively, by identifying health and safety as a standing item in all school committee meetings e.g. Premises / Finance / Curriculum;
- The School co-operates with the EPT and external enforcing authorities e.g. Health and Safety Executive (HSE), Lancashire Fire and Rescue Service (LFRS), Greater Manchester Fire Rescue Service (GMRS).

2.6 The **HEADTEACHER**

The Headteacher may wish to delegate some functions listed below to other employees or to re-allocate duties to match the staffing structure of the school. These will be detailed in the *Health and Safety Management Arrangements* document although this will not affect the Head Teacher's overall responsibility for health, safety and welfare within the school. The Management Arrangements Document includes the relevant steps to ensure legal compliance and procedures for dealing with emergency situations. It should involve relevant people throughout the organisation.

The Headteacher will ensure that:

- The Health and Safety Policy is implemented effectively through appropriate management arrangements.
- The contents of the Health and Safety Policy and the management arrangements are communicated to and understood by all employees.
- Competent advice is sought on health and safety matters.
- Any health and safety matters raised by the school Health and Safety Committee or otherwise, are brought to the attention of the Local Governing Body.

- Accident reports, inspections, audits and performance statistics are submitted to the Governing Body for consideration on a regular basis.
- New employees receive health and safety induction training on appointment.
- All employees have the necessary health and safety skills and qualifications on appointment or are able to be provided with the necessary training and certification, after appointment or on change of responsibilities or work methods.
- Regular health and safety inspections are carried out and reviews of the safety performance of all areas of the school take place on a regular basis and actions are taken to resolve any issues identified when necessary.
- Employees are competent to carry out risk assessments for school premises and activities, both on and off site.
- Controls from risk assessments are implemented effectively and monitored.
- Accidents, incidents and near misses are recorded, investigated and reported to the EPT in line with the guidance where necessary.
- Safety representatives can carry out their statutory role effectively and that consideration is given to inspection reports etc. carried out by safety representatives.
- Premises, plant and equipment are regularly inspected and maintained in a safe condition;
- Goods purchased comply with relevant safety standards.
- An Educational Visits Coordinator (EVC) is appointed from school employees, to help fulfil health and safety obligations for off-site visits and adventurous activities.
- Arrangements are in place for the selection and management of contractors on site.
- Arrangements are in place for lettings / hiring of premises.
- The school cooperates with inspections from enforcing authorities.

3.0 KEY PERSONNEL IDENTIFIED IN THE HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

are responsible to the Headteacher for the implementation of the Health and Safety Policy within their own department or area of work, and will ensure that:

- They assist with the implementation of the policy.
- Safety arrangements are being implemented and maintained.
- They assess the risks associated with their area of work and, where necessary, safe systems of work are developed, implemented and maintained.
- Relevant employees are informed of any hazards that they are likely to encounter in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- Employees and pupils are aware of the emergency procedures.
- Where necessary, they use adequate personal protective clothing and provide facilities for storage and maintenance and ensure it is provided for and used by employees and pupils.
- Appropriate supervision is carried out.
- Adequate arrangements for the testing and maintenance of equipment and plant are in place and are being completed.
- Safety concerns are reported to the Headteacher.

3.1 ALL TEACHERS/INSTRUCTORS/TEACHING ASSISTANTS/LEARNING MENTORS will ensure that:

- The safety of pupils is monitored whilst in their charge.
- A visual inspection of the learning or working environment is conducted to identify hazards and assess suitability before any work begins.
- Safe working procedures within their own teaching areas are being followed.
- Pupils in their charge have received adequate safety instructions.
- Protective equipment / clothing provided is correctly used
- Clothing and footwear worn is appropriate and safe for the activity being undertaken
- Any piece of defective or unsafe equipment is removed from use or made safe.
- All accidents or incidents are recorded and reported.
- They are aware of emergency procedures.

3.2 The PREMISES STAFF will ensure that:

- They take a lead role in day to day security of the premises.
- Any structural defects, premises, plant or equipment faults or breakdowns of which they are aware, are reported to the Headteacher/ School Business Manager and premises staff as appropriate.
- Housekeeping standards are monitored and, where necessary, report concerns to the Headteacher/ School Business Manager as appropriate.
- Routine in house inspections, tests and maintenance are completed, keeping relevant records and report any concerns to the Headteacher/ School Business Manager as appropriate.
- They act as a key contact and monitor for contractors.
- They complete their activities in line with specific safety procedures and in line with their training, reporting any concerns to the Headteacher/ School Business Manager as appropriate.

3.3 The EDUCATIONAL VISITS COORDINATOR (EVC) will ensure that: `

- The Headteacher is supported on the organisation of off-site visits and adventurous activities.
- They ensure that competent employees are assigned to lead and accompany visits.
- They or a nominated person manage the EVOLVE website for the school. It is recommended that all employees leading or accompanying visits have their own EVOLVE account.
- Employees leading or accompanying visits receive appropriate training and support.

3.4 ALL EMPLOYEES must:

- adhere strictly to the policy and failure to do so may result in disciplinary action.
- follow the training and instructions provided when using any work items provided by the employer
- take reasonable care of their own and other people's health and safety.
- use any item / equipment provided in the interest of health and safety correctly.
- cooperate with the employer on health and safety.
- report any concerns (e.g. inadequate precautions, defective equipment or unsafe conditions) which may be putting anyone's health and safety at serious risk.
- report any accident, incident or near miss at the earliest possible opportunity.

3.5 **PUPILS, VISITORS AND VOLUNTEERS** shall:

- Take reasonable care of themselves and others.
- Follow school policy and procedures.
- Follow instructions in line with school practice / activities.
- Report any health and safety incidents