



Pioneer Educational Trust
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HEALTH & SAFETY POLICY

Key document details

Ratified:	December 2017
Approver:	Trust Board
Next review:	December 2018

STATEMENT OF INTENT

The Trustees of Pioneer Educational Trust recognise their responsibilities under the Health and Safety at Work Act 1974 (HASWA) to ensure that arrangements are in place to carry out our activities in such a way as to ensure so far as is reasonably practicable, the Health, Safety and Welfare of our employees, pupils and all persons likely to be affected by our activities, including the general public where appropriate.

We will co-operate and co-ordinate with Partnerships, Contractors, Sub-Contractors, Employers, and the occupiers of premises and land where we are commissioned to work in order to pursue our Health & Safety Policy aims.

The Trustees will actively work with the Chief Executive Officer and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

Our aims are to:

- Provide and maintain a safe and healthy working and learning environment ensuring the welfare of all persons;
- Maintain control of Health & Safety risks arising from our activities;
- Comply with statutory requirements as a minimum standard of safety;
- Consult with all staff on matters affecting their health, safety and welfare;
- Provide and maintain safe systems, equipment and machinery;
- Ensure safe handling, storage and use of substances;
- Provide appropriate information, instruction and supervision for everyone;
- Ensure staff are suitably trained and competent to do their work safely;
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health;
- Assess risks, record significant findings and monitor safety arrangements;
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements;
- Develop and maintain a positive Health & Safety culture through regular communication and consultation with employees and their representatives on Health & Safety matters.

Our Health & Safety Management System has been developed to ensure that the above commitments can be met. All Staff, Governors and Trustees will be instrumental in its implementation.

ROLES AND RESPONSIBILITIES

The Board of Trustees

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

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

The CEO

The CEO has overall responsibility for health and safety throughout the Trust and for ensuring that 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 system and are kept informed of, and alerted to, relevant health and safety issues.

Local Governing Boards (LGBs)

Local Governing Boards (LGBs) 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 set out in detail the roles, responsibilities and duties of named individuals who will coordinate, manage and carry out the local procedures, under the overall supervision of the Head teacher/Head of School;
- 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 programmes 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 weaknesses brought to the attention of the LGB are rectified or for those areas under the responsibility of the Trust Board, are brought to the attention of the Trustees;
- Regular health and safety audits are carried out.

Head teacher/Head of School

The Head teacher/Head of School 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 each academy:

- The policies and procedures adopted by the Trust are fully implemented and followed by all 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 CEO;
- Staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

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

Senior Facilities Officer

Working with the Head teacher/Head of School of each Academy, the Senior Facilities Officer (SFO) 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 each academy:

- Health and safety performance is reported to the CEO and Trust Board;
- Staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Consultation arrangements are in place for staff;
- Effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions;
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions;
- School premises, plant and equipment are maintained in a safe and serviceable condition.

Academy staff

The Head teacher/Head of School 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 all staff under their control;
- Take appropriate action on health, safety and welfare issues referred to them, informing the Head teacher/Head of School of any problems they are unable to resolve within the resources available to them;
- Carry out regular inspections of their areas of responsibility and report any concerns.

Under the Health and Safety at Work Act etc. 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 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 of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Take part in health and safety training and development and health surveillance programmes, as required.

Pupils

All pupils will be encouraged to follow safe working practices and observe safety rules. They will:

- Follow all instructions issued by any member of staff in case of emergency;
- Ensure they do not recklessly or intentionally interfere with safety equipment, 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.

Central MAT staff

Under the Health and Safety at Work Act etc. 1974 all central MAT staff (including consultants, 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 Health and Safety Policy and procedures at all times and the academy's procedures when on an academy site;
- Report all accidents and incidents in line with the Trust'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 of health safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Take part in health and safety training and development and health surveillance programmes, as required.

Health & Safety Committee

In each academy in the Trust, a Health & Safety committee whose membership includes the Head teacher/Head of School, Senior Facilities Officer, LGB member, a teaching representative and a support staff representative will meet termly to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from these meetings are brought forward for review by the Trust Leadership team.

OPERATION

Academies

Each LGB is required to establish specific health and safety policy statements and organisational arrangements to implement the Trust's policy. Any area that requires an LGB policy statement, will be monitored by the LGB.

These 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.

Policy Name	Trust Board	LGB
Accident Reporting Procedures	Policy	Statement
Asbestos	Policy	N/A
Contractors on site	Policy	Statement
COSHH	Policy	N/A
Display Screen Equipment	Policy	N/A
Electrical safety	Policy	N/A
Fire evacuation	Policy	Statement
Fire Safety	Policy	N/A
First Aid and Medication	Policy	Statement
Gas safety	Policy	N/A
Health and Safety Information and Training	Policy	Statement
Health and Safety Monitoring and Inspections	Policy	N/A
Legionella	Policy	N/A
Lettings	Policy	N/A
Manual Handling	Policy	N/A
Minibuses	Policy	Statement
Offsite activities	Policy	Statement
Personal safety / lone Working	Policy	Statement
Positive handling	Policy	Statement
Risk Assessments	Policy	Statement
Stress	Policy	N/A
Work at Height	Policy	N/A

Central MAT team

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

Contracts and appraisal

Suitable clauses to highlight health and safety responsibilities will be included in all employee contracts.

Appraisal may be used to set and measure performance against health and safety targets and objectives (where appropriate for the job role of the employee concerned). Appraisal may be used to identify health and safety training needs and monitor competency.

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 periodically and following any significant changes.

Induction

All new members of staff will be provided with Induction training appropriate to their role and needs.

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 (for areas where there is an LGB policy statement) and at Trust Board 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.