

Section 1 - Policy Statement

The Trust accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively and will:

- Take all reasonably practicable steps to provide safe and healthy conditions for students, employees, visitors and others who may be affected by its activities
- Assess risks to the health and safety of staff, students and others affected by the Academy's action
- Take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation
- Provide adequate resources to implement this policy, including access to support from health and safety competent persons.
- Set out full details of the organisation and arrangements for the management of health and safety in the Trust in writing and communicate these to all employees
- Maintain a safe work environment, including access and egress to its estates and premises, and work undertaken by third parties under the management control of the trust.
- Ensure safe arrangements are made for the storage, handing and transport of articles and substances and that all plant and equipment is maintained properly

The trust:

- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively, and/or the elected representatives of the staff who may not be members of a union and consult with employees on Health & safety matters.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Safety Management System in light of new legislation, incidents and other changing circumstance
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- Expects all employees and students to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others

Signed:

Matt Aktinson
CEO of the Trust

Signed:

Sue Dovey
Chair of the Trust

Section 2 - People & Legal Responsibilities

Trustees

The Trustees are responsible for the overall health and safety policy and ensuring that all activities of the Trust are conducted in a manner which adheres to sound H&S principles and practices and for ensuring that it fulfils all its legal responsibilities

CEO

The CEO is responsible for the implementation of the H&S policy and ensuring the: Academy's facilities, equipment and procedures are fit for purposes at all times; Management system is being used to ensure compliance; Trustees are advised of changes in Health and Safety law, regulations and guidance; Trustees and governing bodies are kept up-to-date with any changes in the Academy or Trust organisation that may require a fresh look at Health and Safety; that the H&S policy is kept up-to-date and present a Health & Safety Quality Assurance Annual Review to the Trust Board.

CFO

The Chief Financial Officer is responsible for monitoring the implementation of the H&S policy, advising the CEO on any amendments required to the policy. Provision of resource for the Trust to discharge it's legal duties.

DES

The Director of Estates and Safety(DES) assumes responsibility for the development of health and safety policy and maintaining a Safety Management System which demonstrates how the Trust discharge's it's legal duties in respect to H&S. The DES acts as the Competent person on behalf of the Trust. Developing monitoring program across the Trust SMS, and Safety Audit planning.

The Head of College/Principal

Responsible for the internal management of the Academy policies and procedures. The Head of college must ensure all staff under their control understand their responsibilities identified within the Trust Safety Management System.

Trust Directors (other than identified above)

Directors within the Trust must, understand their responsibilities to safety as identified with the Safety Management system and conduct risk assessments and develop safe systems of work for direct reports to follow.

Estates Team Leaders

Estates team leaders coordinate the day-to-day management of the estates, implementation and coordination of delegated H&S duties, and liaising with contractors undertaking works on estates grounds. Ensuring the adherence to Health and Safety legislation, monitoring the health safety and welfare of Estates staff. Conducting risk assessments and develop safe systems of work for direct reports to follow. Developing procedures for visitors and contractors to follow to ensure they adhere to the safeguarding and visitor's policies. This role will report directly to the Director of Estates and Safety

College Safety, Facilities and Lettings Officer

To lead and monitor college processes in relation to health and safety, ensuring compliance from all staff, students and other stakeholders and to advise and support staff in the timely completion of risk assessments in relation to college activities and events, holding staff to account for compliance with these processes.

Section 2 - People & Legal Responsibilities

Undertake the timely completion of risk assessments in relation to students with identified medical conditions or individual support needs. This will be undertaken in liaison with relevant staff.

Maintain a formal record of all health and safety related incidents, including providing senior managers with data and information as required

Estates Officers

Are responsible for the day-to-day management of the estates, maintenance functions, implementation of delegated H&S duties, and supervision of contractors undertaking works on estates grounds. Estates officer are responsible for ensuring the estates are fit for occupation prior to opening, securing premises at the end of the day, emergency management coordination e.g. fire evacuation, first aid situations.

Curriculum Managers, Heads of Departments and support staff team managers have responsibility for Health and Safety within their areas of responsibility, including but not limited to conducting risk assessments and develop safe systems of work for direct reports to follow.

Employee responsibilities

To take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;

Understand and use the Academy health and safety management and reporting systems; report (through the Academy's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage; take reasonable precautions in safeguarding themselves and others and comply with work instructions given to them.

Students and Parents

Students also play a part in overall Health and Safety and welfare of the Academy and will be encouraged to discuss Health and Safety issues at both Colleges, and raise any concerns, which will be reported to the DES. In order to maintain safety and well-being, at all times, Students are expected to:

- Follow all Academy rules and policies
- Use equipment only in accordance with their training
- Refrain from using anything which may harm any other person or themselves, including not using equipment on which they have not been trained
- Report any issues to the person leading the activity in which they are participating or at the earliest opportunity to their form tutor or pastoral tutor.

Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of Students; road safety).

Section 3 - People & Governance Responsibilities

Academy's Local Governing Body

Every Academy's Local Governing Body must appoint a designated member to provide an overview and robustly check that the Trust's Health and Safety policy and procedures are in place and being correctly implemented.

This member of the Local Governing Body is responsible for:

- Liaising with the Head of College and the Director of Estates between meetings of the Governing body to ensure that the Academy's policies are carried out;
- Participating in a site inspection at least once a year;
- Participating in the working of the Health and Safety and Welfare Committee Group.
- Overseeing the use of the relevant health and safety management system in the academy;
- Reporting as appropriate to the Local Governing Body at least once a term and to the Trust Board once a year

Staff Safety Representative

Trade Union representatives or Staff Health and Safety Representatives have the right to:

- investigate potential hazards and to examine the causes of accidents in the workplace;
- investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- make representations to the CEO, Head of College/Principal and the Director of Estates and Safety, as appropriate, on general matters affecting the health, safety and welfare of employees;
- participate as an elected union representative in the work of the Academy Health, Safety and welfare Working Group;
- carry out workplace health, safety and welfare inspections;
- participate in the work of the Academy Health, Safety and welfare Working Group; and
- have paid time off to carry out their functions and to receive health and safety training.

Section 4 - Monitoring



Proactive monitoring of the SMS shall be undertaken quarterly to ensure that in the space of 24 months the Safety management system on each site has been reviewed.

SMS Monitoring visits shall be undertaken by:

- A trustee - appointed by member of the Board to act as it's Health a Safety Representative
- Head of college – Heads of colleges will undertake inspection of another college within the Trust
- A designated member of the Local Governing Body
- Estates Team Leaders will undertake inspection of another college within the Trust
- H&S Coordinators will undertake inspection of another college within the Trust

The Director of Estates shall provide the identified parties above with a programme to monitor the SMS within a 24 month period. Any areas identified as non conforming to the trust SMS shall be noted on 'Table A' below and corrective action taken.

Results of monitoring visits shall be recorded in this section and reviewed by the Trust Executive leadership team.

Section 5 - Audits and External Enforcement Agencies

The Trust shall appoint a third party to undertake a H&S audit every 24 months, the findings of the audit shall be entered on to the Trusts 'Action tracker'.

All other communications from external enforcement agencies shall be 'Date stamped' upon receipt at the site, the 'Estates Team Leader' Shall scan a copy of the document and send to the Director of Estates and Safety and then file a copy for retention in this sections of the SMS.

Section 6 - Consultation, Committees & Management Inspections

The Trust recognises its legal responsibilities under HaSWA (74), Safety Representatives and Safety Committee Regulations (77), and the H&S (Consultation with Employees) Regulations (96) and shall form a Health, Safety and Welfare committee where representatives elected by employees shall be consulted with on safety matters at each site.

The HS & W committee shall meet no less than once per term and shall be governed by the terms of reference (Inserted Document).

Minutes of meetings shall be filed in the following location (INSERT SITE LOCATION):

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Any persons who undertakes a site safety inspection either from the HS&W committee, Union representation, or senior management inspection shall record the inspection using 'Table A' below.

Section 6 - Consultation, Committees & Management Inspections

Part A - Section 6 - HS&W committee Site inspections, Union representation inspection or Senior management inspection

Date of inspection					
Names of Persons undertaking inspection					
Type of inspection	HS&W committee		Union representation		Senior Management

Description of concern raised	To be completed by DoE			
	Corrective Action	Person responsible for Corrective action	Target date for completion	Date of completion

