Health and Safety Policy

Monitoring and Evaluation	
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Review frequency:	Annual
Date of next Review:	December 2022
Review delegated to:	Headteacher / LAB

Document Version control

Version	Changes made	Date
1.0	Initial set up of Trust-wide policy	December 2021

1. Scope

1.1. This policy relates to all schools and settings across SAND Academies Trust.

1.2. Each school must have their own local Health and Safety policy/procedures which provides a more detailed outline of responsibilities and procedures for that individual school.

2. Purpose

2.1. SAND Academies Trust – collectively and through its constituent schools – recognises and accepts the responsibilities under law. As responsible employer and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by our activities is acknowledged.

2.2. This policy outlines the philosophy and approach taken to ensuring good health and safety practice is in place for all schools within the Trust. To enable this, each school is required to have its own local Health and Safety policy, to reflect local need and local priorities, which naturally change dependent on the condition and age of a site.

2.3. SAND Academies Trust is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed – this will be led by each school's Local Advisory Board (LAB) and headteacher.

2.4. Through delegated powers, the LAB and headteacher of each school are responsible for:

- 2.4.1. Providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- 2.4.2. Maintaining safe access to and from the premises;
- 2.4.3. Preventing accidents and work related illness;
- 2.4.4. Assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- 2.4.5. Complying with statutory requirements as a minimum;
- 2.4.6. Ensuring safe working methods and providing safe equipment;
- 2.4.7. Providing effective information, instruction and training;
- 2.4.8. Monitoring and reviewing systems to ensure they are effective;
- 2.4.9. Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- 2.4.10. Setting targets and objectives to develop a culture of continuous improvement;
- 2.4.11. Ensuring a healthy working environment is maintained including adequate welfare facilities;
- 2.4.12. Ensuring adequate resources are made available for health and safety issues, as far as is reasonably practicable;
- 2.4.13. Ensuring safe use, handling and storage of substances at work.

2.5. In addition to the above commitments, LABs and headteachers also recognise their obligations to non-employees and provide visitors, members of the public, pupils, contractors etc. or anyone who is or may be affected by the schools activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

2.6. LABs and headteachers will ensure adequate resources, including finance, to implement this policy.

2.7. LABs and headteachers are committed to this policy and all staff are required to comply. They are encouraged to support the LAB and headteacher's commitment to continuous improvement in the school's health and safety performance.

2.8. For the policy to be effectively implemented, all schools require the full co-operation of employees and others who use the premises.

2.9. This policy and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

3. Responsibilities

3.1. The Trust Board

3.1.1. The Trust Board is the legally responsible body for compliance with health and safety legislation in all settings and schools.

3.1.2. The Trust Board will, through the CEO's effective oversight of the work of the LABs, ensure that each setting has robust health and safety planning in place followed through into appropriate action.

3.1.3. The Trust Board shall, through the CEO, ensure a suitably qualified and competent person is appointed to advise them appropriately.

3.2. Local Advisory Boards

3.2.1. LABs have responsibility for ensuring the local health and safety procedure for their school complies with this Health and Safety policy.

3.2.2. In consultation with the headteacher, the governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of their local document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

3.3. Headteachers

3.3.1. The headteacher has day to day responsibility for ensuring compliance with this Health and Safety policy within their school and associated premises.

3.3.2. In consultation with the LAB, the headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school, periodically assessing the effectiveness of the local health and safety procedure ensuring that any necessary revisions are made and monitor its implementation.

3.3.3. The headteacher will maintain the profile of health and safety within the school by the development of safe working practices and conditions and will ensure that health and safety are maintained at all times.

3.4. Employees and volunteers

3.4.1. All employees of SAND Academies Trust have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions and must comply with the school's health and safety procedures at all times.

3.4.2. They must also co-operate with school management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to the appropriate staff member any hazardous situations and defects in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform the appropriate staff member what they consider to be shortcomings in the school's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

3.5. Business / Office manager

3.5.1. The school Business / Office Manager typically has day to day responsibility for ensuring compliance with the school's health and safety policy delegated from the headteacher, and taking effective action and/or immediately referring to the headteacher any health and safety issues brough to their attention. This includes the stopping of practices or the use of any tools, equipment etc. which are considered unsafe.

3.6. Pupils

3.6.1. In accordance with their age and aptitude, pupils are expected to exercise limited personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all health and safety rules of the school and in particular the instructions of staff given in an emergency, use and not willfully misuse, neglect or interfere with anything provided for their health and safety.

4. Arrangements

4.1. All schools recognise the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc., and will ensure that all staff are briefed and trained regularly in effective health and safety practice.

4.2. All schools use a risk assessment process and template as a standard for risk assessment. Risk assessment is the responsibility of the school's senior leadership team, teaching staff and other unqualified staff at a variety of levels. Those responsible for premises or curriculum areas ensure that risk assessments are undertaken and recorded for significant activities. Risk assessments are reviewed periodically or where there is a change in circumstances.

4.3. The risks associated with working at height are identified through risk assessment. Frequent documented checks take place to ensure the safe working condition of access equipment. Procedures are in place to ensure any damaged access equipment is clearly labelled and removed as soon as practicable.

4.4. All school leaders should discuss and agree arrangements with staff. Where members of staff have pre-existing medical conditions or other factors which may affect their ability to use or access equipment, a separate risk assessment must be in place. Staff also have a responsibility

to ensure their own health and safety and assist in the operation of any systems designed to provide for their health and safety.

4.5. Where a child has additional needs, a behaviour support plan will be in place and will be reviewed and updated regularly.

4.6. All schools ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks. Staff assist in the operation of any systems designed to provide for their safety.

4.7. For Control of Substances Hazardous to Health (COSHH) used by the caretaker (or equivalent staff member), risk assessments are carried out and each school adopts a hierarchy of control measures seeking to eliminate or substitute the risk first and foremost.

4.8. Risks of manual handling are communicated within general risk assessments. Any activities that involve significant manual handling tasks are risk assessed and where appropriate training provided for staff. The headteacher is responsible for assessing the appropriate approach to handling tasks.

4.9. The majority of staff within the schools are not considered to be Display Screen Equipment (DSE) users. Where required, DSE workplace assessments are conducted for all users. DSE assessments are reviewed annually and where equipment changes, office layouts change or when there are staff changes.

4.10. All schools take appropriate measures to make sure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons are made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health and to the health of another person, as low as reasonably achievable. Persons carrying out the testing and/or repair of electrical equipment, or carrying out experimental work on electrical equipment or its associated connections have the appropriate technical knowledge, training and information to enable them to work safely. Results of electrical safety tests (PAT testing and fixed wiring inspections) are recorded and held in the premises file.

4.11. All schools inspect and maintain equipment on a regular basis; however the frequency of these inspections is dependent on the use and type of equipment.

4.12. To minimise risk from asbestos containing materials on the school site, all schools maintain a safe and healthy environment by:

4.12.1. Complying with all regulations concerning the control of asbestos

4.12.2. Removing asbestos containing materials where the risk to the user is unacceptable

4.12.3. Where necessary, communicating to all staff and visitors where asbestos containing materials are located within the school site.

4.13. Service and building contractors may have regular access to a school site as specified by a contract. The contract will specify what work is expected of them and what they can expect from the school. Contractors follow their own safe systems of work and their working methods take into account how they will impact upon staff, students and other visitors on site. The schools provide details of safe systems of work to the contractors where relevant and all contractors are consulted over emergency arrangements.

4.14. All schools ensure that, in any instances of letting premises, the hire/tenant has public liability insurance in place in order to indemnify the school from all such hirer's/tenant's claims arising

from negligence. If any part of the school is let, the headteacher and other appropriate staff are satisfied via the agreement that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement is completed and copies are kept and a risk assessment is undertaken.

4.15. All schools recognise the main cause of accidents is slips, trips and falls. It is the responsibility of teachers to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The responsible person ensures regular inspection of communal areas. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the headteacher or via recognised reporting process. All staff are expected to be vigilant and aware of possible hazards.

4.16. A cleaning schedule is in place which is monitored by the relevant staff member. All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning is undertaken on a regular basis where necessary. All schools ensure general cleanliness, appropriate waste disposal, safe stacking and storage and the checking of general equipment such as ladders etc. All members of staff and students adopt good housekeeping practices to assist in the maintenance of a safe and healthy workplace.

4.17. All schools identify risks associated with caretaking and grounds maintenance and mitigate the risks through the risk assessment process.

4.18. Any necessary work and testing of gas and electrical appliances are carried out by qualified contractors. Gas and electrical appliances are also checked visually on a regular basis and are subject to appropriate formal inspection.

4.19. Regular documented water checks are undertaken and a system is in place to ensure an annual check is carried out. A legionella risk assessment is documented and the site log book is used. A process is also in place to deal with any actions should they arise.

4.20. Adequate arrangements are in place to minimise the risks from snow and ice on all school sites e.g. access/egress routes. Risk assessments are carried out and emergency plans developed to determine what type of action needs to be undertaken during adverse weather conditions.

4.21. All schools follow National Guidance produced by the Health Protection Agency and Public Health England in regards to infectious diseases.

4.22. All schools accommodate pupils with medical needs wherever practicable in line with legal frameworks for the health and safety of pupils and staff. Responsibility for pupils' safety is clearly defined within individual care plans where necessary and each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between the schools, parents, health professionals and other agencies help provide a suitable supportive environment for those pupils with special needs.

4.23. All schools follow the statutory requirements for first aid and provide suitably trained staff.

4.24. All staff are encouraged to report accidents, incidents and near misses. Senior Leaders or an appropriate staff member will investigate such incidents and identify and implement means to prevent a recurrence.

4.25. A risk assessment has been carried out and a safety management plan is in place.

5. Monitoring

5.1. Arrangements are monitored and reviewed annually and revised as new topics arise that may affect the process of managing health and safety for staff, pupils, contractors and other visitors.

5.2. Regular safety inspections are carried out by nominated person/s in all schools. All hazards and risks associated with the premises/departments/grounds are monitored and controlled.

5.3. All schools are committed to ensuring that staff are competent to undertake the roles expected of them. Line managers conducting the performance management process consider health and safety performance and address areas of concerns with employees.

5.4. All schools endeavour to promote a culture of co-operation, trust and mutual respect and ensure good management practices are in place and staff have access to competent advice. Headteachers report on compliance with this policy and local procedures to the Local Advisory Board at least annually.