

HEALTH AND SAFETY POLICY

1 Rationale

- 1.1 The Learning Trust recognises its duty of care for the health, safety and well-being of its employees, students, visitors and others who might be affected by its operations at all sites.
- 1.2 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the Trust operates. Thus, Health and Safety will be included in the Trust's review and planning process as an issue essential to the development and maintenance of the trust's management systems.
- 1.3 The Trustee Board is committed to securing the health, safety and well-being of employees, students and others affected by the trust's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.

2 Purpose

- 2.1 To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- 2.2 To set out the duties and responsibilities of key groups.
- 2.3 To recognise the partnership necessary with the Local Authority and other relevant Authorities and Bodies to ensure that all statutory duties are fulfilled.
- 2.4 To emphasise the importance of Risk Management, based on the assessment of operating risks.

3 Guidelines

- 3.1 Statutory obligations will take precedence. Supplementary guidance may be produced in the Trust, but where conflict arises with external documents, the issue must be drawn to the trustees' attention for resolution.
- 3.2 Key risks, relating to sources of potentially serious injury or ill health, will be specially monitored by the appropriate manager. Health and safety performance will be reviewed annually by the Chief Executive Officer (CEO). An overall Trust wide report will be produced and presented to the Trustee Board and/or its delegated committees whilst each school must also report on its own Health and Safety performance to its own LGB.
- 3.3 Whilst the CEO has the ultimate responsibility, the Headteacher at each School within the Trust will carry the overall responsibility for implementing this Policy. Particular attention will be given to communicating the requirements to all staff and others affected.

The Trust Premises Manager is the designated Health and Safety Officer covering all sites/curriculum activities and the Headteacher is the designated Health and Safety Officer for visits.

- 3.4 Heads of Department/ Curriculum leads at each school will oversee the control of hazards in their respective areas and check staff compliance with standards set down in departmental health and safety documentation. They will give special attention to the induction and supervision of new and temporary staff. A review meeting must be held annually to discuss health and safety issues with all Departmental staff; notes on the meeting must be recorded and sent to the Trust Premises Manager.
- 3.5 All employees, regardless of seniority, have a duty to take care of themselves and others who may be affected by their acts or omissions and respond appropriately to health and safety concerns within the scope of their role and responsibilities.. Staff should use equipment and working methods approved by their supervisor/senior colleague. Special care should be taken to assess health or safety risks for any new venture or expedition.
- 3.6 Visitors, contractors and users of the premises, other than students, require special consideration. Contractors and hirers must be able to satisfy the trust on their competence to pursue their activities safely and make adequate arrangements for fire and other relevant emergency precautions.
- 3.7 Staff who become aware of a health and safety risk must take reasonable and proportionate action to make the situation safe, where it is safe and appropriate for them to do so. Staff should apply a common-sense approach, taking account of the nature and seriousness of the risk, and must ensure that the matter is reported to their line manager and/or the Trust Premises Manager for appropriate follow-up action.

4 Policy Review

- 4.1 Whilst the CEO has the ultimate responsibility, the Headteacher will monitor the effectiveness of health and safety arrangements at each School. This will include meeting with managers at least annually to review past performance and incident statistics. The subject will also be on the agenda of the Heads of Department meeting each summer term

and the policy will be reviewed locally by the Governors' Pastoral Committee (or equivalent) annually. These reports will subsequently be reviewed by the Trust Board.

5 Standards

- 5.1 Staff are expected to be aware of relevant standards issued or recommended by legal statute and by the Local Authority and should have ready access to the documents. Where no such guidance has been given, risk analysis should be applied from first principles:
- Identify hazards - those aspects which have the potential to cause harm.
 - Assess risks - the likelihood of injury coupled with its severity.
 - Take precautions - appropriate to the level of risk established.

6. Consultation and Advice

- 6.1 Employees with observations, concerns or queries should normally raise them with their Head of Department, Curriculum Lead or line manager. Significant health and safety concerns should also be reported to the Trust Premises Manager to ensure appropriate follow-up action. However, the Trustees and Governors welcome the support of trade unions in relation to matters of health and safety and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for specialist help should be routed to the Trust Health and Safety co-ordinator.

7 Accident Reporting

- 7.1 All accidents and incidents will be recorded promptly, in accordance with the Trust's procedures.

8 Training, Instruction and Competence

- 8.1 The successful implementation of this policy depends upon the knowledge and skill of all staff. It is a fundamental responsibility of all managers to ensure that all staff and students under their control are competent for the tasks they are called on to perform.

9 Visitors

- 9.1 All visitors to any part of the Trust during Trust hours are required to report to the appropriate school office and wear identification whilst on site. Any visitor who is not displaying identification will be asked to report to the office to collect a visitor's badge.

As detailed in the TLT Single Central Register Policy, volunteers, contractors, and other visiting parties are responsible for providing accurate and up-to-date information required for the SCR, and must inform the school of any changes in personal data or additions so that they can continue their employment at school.