



Health and Safety Policy

Status	Statutory – Policy
Policy Updated	22 Sep 2017
Policy Agreed	11 Oct 2017
Panel Responsible	Main Board
Origin	COO
Date Full Review	31 July 2018
Policy Management	COO

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Board of Directors of the Plymouth CAST Multi Academy Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the *Health and Safety at Work etc. Act 1974* and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the Trust's and individual Academy's organisation and arrangements for dealing with different areas of risk. It establishes specific responsibilities at all levels of the Trust and individual Academy organisation. It also outlines the general arrangements put in place to manage these areas of risk and hence to meet the Academy's obligations under the law.

This policy will be brought to the attention of all members of staff at induction; a copy is available to view online, and on request.

This policy statement and the accompanying organisation and arrangements will be reviewed annually, all changes will be brought to the attention of all staff, and where appropriate, the students.

Everyone, at all levels of the Plymouth CAST Multi Academy Trust must comply with this policy. Serious breaches of this policy may be dealt with under a disciplinary policy.



11 Oct 2017

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Chair for the Plymouth CAST MAT

Date



Principal / Head Teacher

Date

St Joseph's Catholic Primary

SECTION 2: ORGANISATION

The Duties of the Employing Body (Plymouth CAST MAT)

- To produce and regularly review the Health and Safety Policy for all academies within the Trust. This policy will reflect the requirements of the *Health and Safety at Work etc. Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources, including training, to meet the academy's legal responsibilities as well as compliance with this policy
- To assist the Employing Body in discharging its legal obligations, the Trust has appointed the Devon Health and Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The Chief Executive Officer of Plymouth CAST is ultimately responsible for the Trust's compliance with Health and Safety legislation. If the Chief Executive Officer has any concerns with levels of risk or available resources they must immediately refer the issue to the Chair of Plymouth CAST Board in writing, copied to the Chair of Audit and Risk sub-committee.
- The Chief Executive Officer of Plymouth CAST will ensure that an annual report on Health and Safety is presented to the Plymouth CAST board, annually in the month of June.
- The specific arrangements adopted will be guided by the Devon Health and Safety Service's Health and Safety Guidance Notes for Academies (known as Arrangements from December 2017)

The Duties of the Principal / Head Teacher

The Principal/Head Teacher has day-to-day responsibility for health and safety management of their academy, and will take all reasonably practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

In particular, the Principal/Head Teacher will:

- produce and regularly review Appendix 3 to the Plymouth CAST MAT Health and Safety Policy with specific information about their academy
- ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- where appropriate, ensure that safe systems of work are in place and followed
- co-operate with the Employing Body to ensure that this policy and its associated arrangements are implemented and complied with
- communicate the policy and other appropriate health and safety information to all relevant people including contractors. Employees are required to sign a local register held by the H+S Coordinator to confirm

- they have read and understood the Health and Safety Policy.
- report to the Employing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
 - ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
 - report to the Employing Body any significant risks or policy requirements which cannot be met within their Academy budget
 - identify the training needs of staff and ensure they are competent to carry out their roles and are provided with adequate information, instruction and training
 - ensure consultation arrangements are in place for staff and their trade union representatives where unions are represented in the academy
 - monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
 - receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
 - promote a positive health and safety culture by leading by example
 - Ensure that operational reporting of incidents using the OSHENS system is conducted in a timely and accurate manner, initially within 6 hours of a reportable incident as per the guidance at Appendix 1 to this policy. Further data can then be added under incident management.
 - In addition to reporting in OSHENS; make sure the CEO of Plymouth CAST is informed of any incident involving staff, pupils or any visitor to site, including contractors that requires emergency services attendance. Notification to of Head of School Improvement and/or COO can be deemed as informing CEO.

Whilst overall *responsibility* for health and safety cannot be delegated the Principal/Head Teacher may choose to delegate certain *tasks* to the Health and Safety Co-ordinator.

The Duties of the Health and Safety Co-ordinator

All academies must appoint a named Health and Safety Co-ordinator with sufficient knowledge, skills and experience to undertake the role. In some cases this role may be undertaken by the Academy administrator. Where schools are grouped together in pairs or more as a 'cluster' under an Executive Principal, that person may choose to appoint a single Health and Safety Coordinator for more than one school. However, each Academy must still have a named point of contact on behalf of the Academy to liaise with the Coordinator.

The Health and Safety Co-ordinator has the delegated task of assisting the Principal/Head Teacher discharge their duties in relation to day-to-day health and safety management.

To do this the Health and Safety Co-ordinator will:

- co-ordinate and manage the risk assessment process for the academy;

- co-ordinate and manage the identification and implementation of any necessary safe systems of work;
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Principal/Head Teacher who in turn reports to Plymouth CAST as employer;
- co-ordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Principal/Head Teacher who reports to Plymouth CAST as employer;
- assist with the identification of health and safety training needs and training delivery across the academy to ensure that staff and students are adequately instructed;
- collate accident and incident information and, when necessary, carry out accident and incident investigations;
- arrange periodic health and safety audits and liaise with the Principal/Head Teacher and Employing Body in relation to findings and any associated remedial actions;
- arrange at least half termly health and safety walks/inspections in conjunction with the Local Governing Body (LGB) Portfolio Holder, and report any necessary remedial actions to the Principal/Head Teacher;
- collect other inspection results from heads of departments/team leaders/supervisory staff, and report any issues to the Principal/Head Teacher.

The Duties of Heads of Departments/Team Leaders/Supervisory Staff

The heads of departments/team leaders/supervisory staff have specific delegated tasks in relation to health and safety management within their departments/subject areas.

They must ensure that:

- they apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes;
- staff they line manage or supervise are aware of and follow any externally adopted health and safety guidance;
- risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented:

- appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively;
- they take appropriate action on health, safety and welfare issues referred to them, informing their Line Manager of any problems they are unable to resolve within the resources available to them;
- they carry out regular inspections of their areas of responsibility and report/record these inspections to the Principal/Head Teacher/Employing Body via the Health and Safety Co-ordinator;
- sufficient information, instruction, training and supervision is provided to enable staff and students to avoid hazards and contribute positively to their own health and safety;
- all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

The Duties of all Members of Staff

Under the *Health and Safety at Work etc. Act 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the academy.

Specifically, all employees have a responsibility to:

- take reasonable care for the health and safety of themselves and others in undertaking their work;
- comply with the Academy's health and safety policy arrangements at all times;
- report all accidents and incidents to line management;
- co-operate with academy management on all matters relating to health and safety;
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager;
- ensure that they only use equipment or machinery that they are competent/have been trained to use;

- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Students

Students, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of behaviour and dress consistent with safety and/or hygiene;
- observe all the health and safety rules of the academy and, in particular, the instructions of staff given in an emergency;
- not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

Contractors

All contractors who work on the academy premises are required to identify and control any risks arising from their activities and inform the Principal/Head Teacher via the site manager/school administrator of any risk that may affect the staff, students and visitors.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Principal/Head Teacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

SECTION 3: SYSTEM AND ARRANGEMENTS

System

A system approach to managing health and safety is applied within Plymouth CAST as follows:

Plymouth CAST publishes a Health and Safety Policy (this document). It mandates the requirements for individual Academies with regard to individual roles and responsibilities and also documentation that Academies are required to produce. No Academy should ever need to produce a document from scratch; full guidance and templates will always be provided by Plymouth CAST, usually via the OSHENS system.

Plymouth CAST will centrally generate a small number of policies such as 'accident reporting' or 'driving on company business' for which consistency is required across the Trust.

Academies can request expert support and intervention if necessary from Devon County Council who are contracted to act as the Trust's 'competent person'. The Plymouth CAST Board will review Academy reporting under the OSHENS system at every meeting and will review and approve this policy on an annual basis.

Every Academy is required to have a dedicated Health and Safety noticeboard clearly accessible to all employees. It must contain a copy of this policy, relevant bulletins and notifications, workplace points of contact and employee representatives plus a copy of the Company insurance certificate and H&S Law Poster.

Overall responsibility for Health and Safety management and policy across the Trust lies with the Chief Executive Officer. This cannot be delegated. Site safety for individual Academies lies with individual Head Teachers / Heads of School as 'persons controlling premises'. This cannot be delegated.

Arrangements

The general arrangements adopted by the Plymouth CAST Multi Academy Trust are guided by the Devon Health and Safety Service's Health and Safety Guidance Notes for Academies (to be known as Arrangements from December 2017). These can be accessed via the OSHENS (Online Safety, Health, EnviroNment System) system Document Library. This system applies to all Academies within Plymouth CAST including those that originally belonged to different Local Authorities and Counties.

Any Plymouth CAST Academy without access or valid Log In details to the OSHENS system should immediately inform Plymouth CAST at admin@plymouthcast.org.uk

All Principals and Head Teachers within Plymouth CAST must attend the one day Senior Managers' Premises Overview (Schools) course offered by Devon County Council within 12 months of joining the Trust or appointment into role. Details available from the 'Training' link on the OSHENS Website.

Plymouth CAST Academies should access the OSHENS system Document Library and ensure they have developed their own **policies** from the templates provided for:

Whole School Risk Assessment
Asbestos Monitoring and Control
Curriculum Activities
Display Screen Equipment
Fire Safety
First Aid
Administering of Medicines
Legionella Control
Lettings Policy
Manual Handling
Personal Safety and Security
Radioactive Sources
Radon
Stress/Employee Wellbeing
Tree Safety
Work Experience
Working at Height
Lone Working

**Please note this list is not exhaustive and other areas may apply for example, if academy staff operate their own kitchen or the site has a swimming pool. Similarly, some areas may not apply and can simply be deleted. The OSHENS system contains templates for every relevant policy or risk assessment. If in doubt please email admin@plymouthcast.org.uk*

Plymouth CAST, as employer, will centrally issue policy or guidance for the following listed below. This is in order to ensure consistency across the Trust. Any Academy needing to adapt these prescribed policies should consult the Plymouth CAST Health and Safety Committee by notifying the Trusts Chief Operating Officer.

Accident/Incident Reporting (this policy)
Risk Assessment (RA) Procedures (this policy)
RA for Driving on Company Business (available on OSHENS)
Guidance on Control of Contractors (available on OSHENS)

Details for these policies will therefore be the same at each location. Further details of arrangements will be attached as an annex to this policy at each academy within the Plymouth CAST MAT. These further arrangements are guided as above and must be approved by the Plymouth CAST MAT.

The Plymouth CAST MAT also has a subscription to CLEAPSS via the Devon Health and Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, Design and Technology, and Art.

In addition, secondary academies within the Plymouth CAST MAT have adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools and Colleges*' as its policy arrangements for the use of radioactive sources.

The following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- '*Safe Practice in Physical Education and School Sport*' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>
- '*Outdoor Education, Visits and Off-Site Activities Health and Safety Policy*' Devon County Council and Torbay Council, www.devonvisits.org.uk

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Devon Health and Safety Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

H&S Risk Assessments for Academies & Independent Schools	
RAA01 blank	Published
RAA02 art and pottery	Published
RAA03 building and site safety	Published
RAA04 cleaning, caretaking and maintenance	Published
RAA05 COSHH	Published
RAA06 design and technology	Published
RAA07 drama activities and facilities	Published
RAA08 fire	Published
RAA09 first aid	Published
RAA10 ICT department	Published
RAA11 kitchen areas and activities	Published
RAA12 library	Published
RAA13A lone working away from workbase	Published
RAA13B working alone in premises	Published
RAA14 moving and handling objects	Published
RAA16 moving and handling young people	Published
RAA17 music areas and activities	Published
RAA18 new and expectant mothers	Published
RAA19 nursery unit	Published
RAA20 physical education	Published
RAA21 primary curriculum activities	Published
RAA22 whole-school	Published
RAA23 science department	Published
RAA24 security arrangements	Published
RAA24B Security Risk Assessment (Educational Establishments)	Published
RAA25s stress	Published
RAA26 swimming and hydrotherapy pools	Published
RAA27 working at height	Published
RAA28 work experience placement	Published
RAA29 driving on academy business	Published
RAA30 glazing	Published
RAA31 kiln	Published
RAA32 COSHH BHRA Hep	Published
RAA33 COSHH BHRA TB	Published
RAA34 COSHH BHRA Tetanus	Published
RAA35 student behaviour	Published

It is accepted that not all the Risk Assessments will apply.

Where model risk assessments do not address all the significant hazards of the academy, the RAA01 format will be used to record findings and decisions.

Risk assessments must be available for all staff to view and must be held centrally by the Health and Safety Coordinator. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Risk Assessment Guidance Note (to be known as Arrangements from December 2017).

Accident/Incident Reporting

All accidents and near misses, without exception, involving employees and visitors must be reported to Plymouth CAST. This will be achieved by the Principal/Head ensuring that their Academy Health and Safety Coordinator enters all accident details onto the OSHENS on-line accident reporting system. A useful reporting guide is at Appendix 1 to this policy.

Accidents to students and pupil should be recorded in the accident book, kept and administered by the School Administrator. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organisational failure which needs addressing, must also be reported by entering accident details onto the OSHENS on-line accident reporting system. Any accident to students and pupils that results in them being sent home or receiving treatment from a medical practitioner (eg Paramedic or Nurse) must also be entered into OSHENS.

Parents/carers will be notified immediately of all major injuries.

All accidents which fall within the scope of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the HSE via the OSHENS on-line accident reporting system. Onward notification to the HSE will be undertaken by the Devon Health and Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Accident Information Guidance Note (to be known as Arrangements from December 2017).

Lone Working

Lone working is defined as “workers who are separated from their work colleagues”. Members of the public, visitors or students are not work colleagues.

To manage the risk associated with lone working, a risk assessment must be carried out and safe systems of work developed. Various control measures may have to be introduced into the safe systems of work, such as:

- no lone working in high risk activities, e.g. working at height
- arrangements for remote supervision and good communication including emergency contact numbers
- no lone meetings with parents in certain circumstances for example, where there are concerns about a parent’s conduct the meeting will be conducted with two staff present
- use of alarm systems

This list is not exhaustive, specific tasks will need careful consideration of the management of the associated risks.

Radon

All academies must have a regime in place for the monitoring of radon within their premises. Testing should be undertaken at intervals as determined by our property advisors, Torbay Economic Development Company Limited, based on previous results and known geographical risk.

Any recommended remedial actions must be undertaken.

Movement around Site

All academies must risk assess the movement of staff, students and visitors, etc., around their site.

This will include the principal risks and must identify any control measures taken, for example:-

- decluttering corridors
- adequate lighting
- highlighting steps
- non-slip surfaces
- removal of manifestations on glass doors

Training including refresher training

The requirement to provide staff with information, instruction and training is clearly laid down in *The Health and Safety at Work etc. Act 1974* and many associated regulations such as the Management of Health and Safety at Work Regulations 1999.

The Principal/Head Teacher is responsible for ensuring that all staff under their control have access to the appropriate health and safety training for their activities and any additional responsibilities given to them by their establishment's health and safety arrangements, e.g. fire warden.

The Principal/Head Teacher should ensure that adequate records are kept of all health and safety training undertaken by staff under their control.

Any questions regarding this policy should be directed to the Plymouth CAST COO in the first instance.

APPENDICES:

1. Reporting Guide Flowchart
2. School Points of Contact
3. Academy Further Arrangements
4. Reporting Tools and Emergency Pyramid

