


Learning Accord Multi Academy Trust
Health and Safety Policy



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	<p>This policy will be reviewed sooner if any of the following occurs:</p> <ul style="list-style-type: none">• As a result of significant changes to risk assessments• Changes in legislation.• Changes in organisational structure.• Following a serious accident or dangerous occurrence.• Following enforcement action.• If requested by the Enforcing Authority.• New processes or technology.

Introduction

As the employer of staff, Learning Accord Multi Academy Trust has overall responsibility for the health, safety and welfare of staff and students in all of its academies. Learning Accord Multi Academy Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When staff are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Learning Accord Multi Academy Trust is committed to ensuring the health, safety and well-being of all its employees and other persons who may be affected by the Trust's activities.

This Health and Safety statement demonstrates the commitment of the Members, Trustees and the CEO of the Learning Accord Multi Academy Trust to achieve high standards of health and safety.

Learning Accord Multi Academy Trust will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. This policy statement should be read in conjunction with the local Health and Safety Policy of each member academy. The responsibility of implementation of the Health and Safety Policy at each Academy lies with the Local Governing Body and Headteacher / Principal as set out within the Governance Handbook and scheme of delegation.

Although overall accountability for health and safety lies with Learning Accord Multi Academy Trust, day-to-day responsibility for the health and safety of staff and students in individual academies is delegated to the Headteacher, who in turn will delegate particular functions to other staff, in particular the Premises Manager.

The local governing bodies of academies within Learning Accord Multi Academy Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Management Team of the academy and relevant staff of the trust to support good health and safety management.

The policy below is required for adoption by all Learning Accord Multi Academy Trust academies.

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1. Statement of Intent

The Governing Body of each Learning Accord Academy undertakes to meet fully its responsibilities under the 'persons in control of premises' section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

This policy reflects our commitment to ensuring that health and safety is paramount to the Academy Trust and that effective management of health and safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the Trust.

Signed:
(Chair of Trustees)

Date: XXX

Signed: 

Date: XXX

(Learning Accord Multi Academy Trust CEO)

This policy will be reviewed annually.

2 Organisation

2.1 Responsibilities of the Local Governing Body

Local Governing Bodies act on behalf of the Trust to provide oversight, challenge and support in relation to health and safety management within their academy. Local Governing Bodies are not the employer of staff and do not hold employer liability for health and safety matters.

Employer responsibility for health and safety rests with the Trust, which delegates day-to-day operational duties to the Headteacher in accordance with the Scheme of Delegation. Local Governing Bodies monitor compliance, review reports, and support a positive health and safety culture, but do not assume operational control or personal legal liability.

The Governing Body will ensure that:

- The Headteacher produces a local health and safety policy for the academy for approval and adoption by the governing body.
- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- Regular termly safety inspections are undertaken.
- Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- Health and safety is a standing item on all agendas.
- An annual health and safety report is published.
- A positive health and safety culture is established and maintained.

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for the implementation of the Health, Safety and Well-being Policies in their Academy. As a general rule the direct responsibility of Managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

The Headteacher will ensure that:

Control

- Ensuring there are appropriate arrangements in the academy for implementing the academy's Health, Safety and Well-being Policy, and ensuring that the policy and arrangements are effectively communicated and implemented.
- Establishing arrangements for the effective coordination of health and safety throughout the academy.

- Supporting Subject Leaders in coordinating the development, review and revision of the academy's health and safety policy, standards and risk assessments.

Cooperation

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for cooperation and coordination with other users of the academy site and that, where necessary joint health and safety arrangements are recorded and agreed.
- Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and well-being committee meetings or staff meetings).

Communication

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that health and safety standards accessed via the school communication channels are made available to relevant employees.
- Setting up arrangements for the effective communication of health, safety and information relevant to all staff, visitors, contractors, volunteers, pupils etc.

Competence and Capability

- Ensuring that all employees are competent and have the capability to carry out their role / function.
- Ensuring that records of health and safety training and development are maintained by the academy.
- Coordinating the identification of health and safety training and development needs to meet the requirements of the academy's health and safety policies, standards and risk assessments.

Planning and Implementation

- Ensuring there are arrangements in place for managing risks arising from the academy's activities or premises.
- Supporting the establishment of adequate arrangements for:
 - First aid.
 - Fire and emergency evacuation/evacuating.
 - Reporting of health and safety incidents, hazards and concerns.
 - Other day-to-day health and safety procedures as needed.

Monitoring and Review

- Ensuring systems are in place for monitoring and reviewing health and safety in the academy.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly (at least annually) reporting academy health and safety performance to the Local Governing Body.

2.3 Responsibilities of Senior Leaders

Deputy and assistant Headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management. Subject Coordinators may be expected to oversee health and safety matters relating to their curriculum areas.

2.4 Responsibilities of the Caretaker

The Caretaker will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- Adequate systems are in place for the management of asbestos and control of legionella.
- All premises-related accidents/incidents are recorded and investigated.
- Regular inspections of the premises take place, with union safety representatives invited to take part.
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

Competence, Authority and Escalation

The Caretaker is responsible for carrying out health and safety-related duties within the scope of their role, training and level of authority. The Caretaker is not expected to assess or manage risks beyond their competence or to take decisions outside their delegated authority.

Where concerns arise that cannot be adequately addressed within the Caretaker's role or authority, these must be reported promptly to the Headteacher or other designated senior leader for appropriate action.

The Trust and academy will ensure that the Caretaker receives appropriate training, instruction and support to enable them to carry out their duties safely and effectively.

2.5 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All employees are responsible for:

Control

- Looking after their own safety and the safety of others affected by their work.

Cooperation

- Cooperating with the academy, by following safe working practices and carrying out their health and safety responsibilities as detailed in the academy's policies, risk assessments and health and safety standards.

Communication

- Reporting to their Line Manager any hazards they identify and any inadequacies in health and safety procedures.

Competence

- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

Planning and Implementation

- Using work equipment provided correctly, in accordance with instructions or training. Ensuring that if they organise projects or activities involving pupils or other nonemployees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring

- Reporting health and safety incidents, in accordance with the academy's health and safety Incident Reporting Procedure.

Safety Education

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

2.6 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

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

3 Arrangements

3.1 Legislative Framework

In addition to the Health and Safety at Work etc. Act 1974 and associated regulations, this policy is informed by, and operates in accordance with, relevant health and safety and equality legislation (as amended), including:

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which place duties on the Trust to report certain work-related accidents, incidents and occupational diseases. Reporting arrangements are set out in local incident reporting procedures.
- The Equality Act 2010, which requires the Trust to have due regard to the health, safety and wellbeing of employees, including matters relating to stress, pregnancy, disability and reasonable adjustments.
- The Working at Height Regulations 2005, which apply to activities undertaken by employees, caretaking staff and contractors where there is a risk of a fall liable to cause personal injury.
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002, which require the assessment and control of risks arising from hazardous substances, including those used in science activities, cleaning, maintenance and caretaking operations.

Arrangements for compliance with this legislation are set out within this policy and within relevant academy-level procedures, risk assessments and supporting policies.

3.2 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint health and safety representatives.

Recognised trade unions will inform the academy in writing when a health and safety representative has been appointed. Where this is the case, the Trust and the academy will consult with that representative on matters affecting the health and safety of employees.

Trade union health and safety representatives are entitled to raise any issue relating to health and safety as it affects employees. The Trust will consult in good time with health and safety representatives on any measures which may substantially affect the employees represented.

The Trust will ensure that paid time off is provided for:

- Inspections that health and safety representatives are entitled to undertake; and

- Training necessary to enable health and safety representatives to carry out their functions effectively.

The members of staff who are health and safety representatives for recognised trade unions are:

Trade Union	Name of Health and Safety Representative
There are currently no recognised trade union health and safety representatives within Learning Accord academies.	

3.3 Health and Safety Committee

Each academy will appoint a Health and Safety Governor to support compliance with health and safety legislation and to promote a positive health and safety culture.

Where appropriate, the academy will establish a Health and Safety Committee to support consultation and engagement with employees on health and safety matters.

Terms of Reference

The purpose of the Health and Safety Committee is to:

- Support effective consultation with employees on health and safety matters
- Review health and safety performance, including incidents, near misses and monitoring reports
- Consider the findings of risk assessments, inspections and audits
- Support the development and review of health and safety policies, procedures and local arrangements
- Promote a positive health, safety and wellbeing culture within the academy

Membership

The Health and Safety Committee will normally include:

- The Headteacher or a nominated senior leader (Chair)
- The Health and Safety Governor
- A representative of premises staff (e.g. Caretaker or Site Manager)
- Employee representatives, including recognised trade union health and safety representatives where appointed
- Other staff or advisers may attend as required

Meetings

- The Health and Safety Committee will meet at least once per term
- Additional meetings may be convened where necessary following a significant incident or concern

Quorum

- Meetings will be quorate when at least two members are present, one of whom must be the Headteacher or nominated senior leader

Reporting and Accountability

- The Health and Safety Committee is advisory in nature and does not hold executive authority
- Matters requiring action will be reported to the Headteacher
- A summary of key issues, actions and recommendations will be reported to the Local Governing Body as part of its health and safety oversight

3.4 Responsibilities for Academy Visits

The Academy undertakes educational visits and has appointed a Senior Manager as an Educational Visits Coordinator (EVC) who has:

- Sufficient and relevant experience in running visits.
- The competence to train and monitor others.
- The authority to agree or not to agree to visits.

Where the academy has any part in organising events, trips or activities beyond the academy gate it recognises that it has a responsibility. The academy's pastoral responsibilities cannot be delegated to other external providers.

The academy has developed a policy on visits beyond the academy gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the academy are subject to this policy.
- The visits system, including the academy approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

Control

- Developing and implementing an academy procedure for the training, support, planning, monitoring and approval of academy visits.
- Supporting the Headteacher and Governing Body as required with information, visits, approval and other decisions.

Competence and Capability

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that **Disclosure and Barring Service (DBS)** and safeguarding measures are in place
- Ensuring that their own competence is maintained through regular refresher training.

- Ensuring thorough understanding of the roles and responsibilities of the Governing Body, Headteachers, visit leaders, employees and volunteers in relation to educational visits and the academy's educational visits policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.

Planning and Implementation

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to the academy's inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each academy visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

Monitoring and Review

- Monitoring all aspects of the planning of visits to ensure they meet the academy's requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Keeping records of individual visit plans (a legal document), as well as reference material for the academy, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

Access to Further Advice on Educational Visits

- The academy has access to specialist advice on educational visits from the Local Authority using the Evolve system.

4 Local Arrangements within Academies

Each academy will establish and maintain local arrangements, which may be set out in separate policies, procedures or manuals, to ensure the effective management of health and safety risks. These arrangements must be proportionate to the nature of the academy and consistent with this Trust policy.

4.1 People, Wellbeing and Employment-Related Risks

Local arrangements will address:

- Reporting of incidents, injuries and accidents
- Employee health and safety competence and capability
- Stress management and wellbeing
- Dignity at Work
- Infectious diseases
- Administration of medicines
- Managing the risks to pregnant workers
- Managing the risks to young people on work experience placements

4.2 Premises, Environment and Equipment

Local arrangements will address:

- Asbestos management (where applicable)
- Water safety and legionella control
- Fire safety, including fire risk assessment
- Electrical safety
- Statutory inspection and maintenance of work equipment, plant and services
- Slips, trips and falls
- Severe weather arrangements
- Academy security

4.3 Curriculum, Activities and Educational Provision

Local arrangements will address:

- Requirements to carry out risk assessments for:
 - Curriculum activities
 - One-off events and projects
 - Manual handling
 - Violence and aggression
 - Lone working
- ICT use
- Minibus safety (where applicable)

4.4 Contractors, Visitors and Site Access

Local arrangements will address:

- Contractors on site
- Vehicle movements
- Site access and visitor management

4.5 Emergency Planning and Critical Incidents

Local arrangements will address:

- Critical incidents and emergency planning
- Failures to comply with health and safety requirements through performance management and disciplinary processes

5 Health and Safety Competence and Capability

Competence is the ability to carry out a role safely and effectively. It includes an appropriate combination of knowledge, skills, training and experience, applied under suitable supervision where necessary. Training alone does not confer competence.

The Trust and its academies recognise that ensuring the health and safety competence of employees is a fundamental part of effective health and safety management.

5.1 Responsibilities

The Headteacher is responsible for ensuring that employees are competent to carry out their roles safely. This responsibility may be delegated to senior leaders and line managers, who are responsible for:

- Identifying health and safety competence requirements relevant to roles and activities
- Ensuring that appropriate training, instruction and supervision are provided
- Monitoring ongoing competence through performance management and day-to-day management

Employees are responsible for cooperating with training and development arrangements and for working within the limits of their competence.

5.2 When Competence Is Considered

Health and safety competence requirements will be considered as an integral part of:

- Recruitment and selection
- Induction of new employees, agency workers and volunteers
- Employees changing role or responsibilities
- Introduction of new equipment, processes or working practices
- Performance management and supervision
- Circumstances where employees fail to perform health and safety duties adequately

5.3 Training and Development (Legal Requirement)

There is a legal requirement to take account of employees' health and safety capabilities when allocating tasks. The Trust and academies will ensure that employees receive suitable and sufficient health and safety training:

- On recruitment or induction
- When exposed to new or increased risks
- Where risk assessments identify training needs
- Where incidents, monitoring or supervision identify competence gaps

Training will be proportionate to the risks involved and appropriate to the role.

5.4 Records and Monitoring

Academies will maintain appropriate records of health and safety training and development undertaken by employees.

The effectiveness of training and competence arrangements will be monitored through:

- Supervision and line management
- Health and safety monitoring and inspection
- Incident and near-miss reporting
- Performance management processes

Where shortcomings in competence are identified, appropriate action will be taken, which may include additional training, increased supervision or formal management processes.

6 Consequences of Non-Compliance with the Academy's Health and Safety Policies and Standards

All employees are required to fulfil their responsibilities as set out in this policy and in associated health and safety procedures, standards and risk assessments.

Where there is a failure to comply with health and safety requirements, whether identified through day-to-day management, monitoring, inspection or incident investigation, appropriate action will be taken to address the matter and prevent recurrence.

The response will be proportionate to the seriousness of the non-compliance and may include:

- Action through normal line management and supervision
- Support, instruction or additional training
- Formal performance management processes
- For serious or persistent breaches, disciplinary action in accordance with the academy's HR policies, which may include dismissal in cases of gross misconduct

The Trust's HR policies set out full details of disciplinary and misconduct procedures.

7 Review and Revision

The Board of Trustees will ensure that this Health and Safety Policy is reviewed at least annually and revised as necessary to reflect:

- Changes in legislation or statutory guidance
- Significant changes to risk assessments
- Changes in organisational structure or activities
- Following a serious accident, incident or dangerous occurrence
- Following enforcement action or at the request of the enforcing authority

Where amendments are made, the revised policy will be communicated to academies and implemented accordingly.