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DOCUMENT CONTROL

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22.1	April 2022	Changes to posts with major health and safety roles.	Cameron Love

Educate Together Academy Trust Health, Safety and Wellbeing Policy Document 1 of 2.

Document 1 introduces the general statement of commitment to ensuring health, safety and well-being of employees and other people. This is to meet the statutory requirements of the *Health and Safety at Work etc Act 1974*. Where appropriate the links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement.

Document 2 goes into more detail about the organisation and arrangements. The two documents together provide the main health, safety and well-being policy. On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training and other aspects of good management.

Contents of document 1:

- Introduction.
- Statement of general policy by Trustees.
- Organisation for health, safety and wellbeing as well as safeguarding – shown in chart form.
- Table of roles at the setting relevant to the main arrangement for HSW, safeguarding tasks, food safety and other topics.
- Health and Safety Committee.
- Safety reps/Staff H&S reps.
- Auditing health, safety and wellbeing.
- References

Statement of Health, Safety and Wellbeing Policy for Educate Together Academy Trust

This statement of “Health, Safety and Wellbeing Policy” is produced in respect of Educate Together Academy Trust. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters for all schools within the Trust.

The roles of each stakeholder are shown below:

- The Trust Board – are responsible for the strategic aspects of HS&W policy.
- Local Governing Bodies (LGB) – are responsible for monitoring the implementation of this policy as requested by the Trust Board. This is to ensure the organisational and arrangement details, established in Document 2 are completed and put into effective practice. This will be reported back to the Audit and Risk committee and where necessary they will escalate concerns and outstanding issues to the Trust Board.
- The Audit and Risk Committee will require suitable summary reports via the LBGs and Facilities and Health and Safety Manager on performance at an agreed frequency.
- The CEO – has overall responsibility for HS&W within the Trust.
- The Headteacher – has delegated responsibility for implementing the HS&W policy at their specific setting whilst being supported by the Business Education Support Team.

1. The Trustees’ Statement of General Policy

1.1 The Trust is the employer of staff and each school has a local governing body with delegated powers. The LGB will: Accept its responsibility for agreeing the specific school HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:

- Harm, injury and ill-health to children, employees, parents, contractors, visitors to the school and members of the general public;

- Damage to property, plant, machinery, equipment, tools and other materials;
- Harm to the environment

1.1.2 Hold the Headteacher accountable for implementing the specific school HS&W Policy and maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the school. In particular they will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups hiring the premises are also health and safety aware.

1.1.3 Keep themselves up to date on relevant health, safety and wellbeing matters through governors' professional development, Trust business team, CEO and the Trust's competent person, the Headteacher and the Clerk to the Governors.

1.1.4 Recognise the requirement to engage and consult staff on Health, Safety and Wellbeing matters which will be achieved by discussion through the setting's safety committee, or other effective means.

1.1.5 Agree that one of their members to be designated the "Health and Safety Governor" who will attend meetings of the safety committee and speak on HS&W matters at the appropriate sub-committee and LGB

1.2 The Trust Board will Accept its responsibility under the Health and Safety at Work etc Act 1974 and will: Ensure the adequate budget provision is available for H,S&W policies to be implemented

1.2.1 Ensure that that plant, equipment and systems of work are safe and without risks to health.

1.2.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health.

- 1.2.3 Provide suitable and sufficient information, instruction, training and supervision to enable all employees, children, parents and carers at the school to perform their work, learning and play safely and efficiently.
- 1.2.4 Promote the development and maintenance of sound HS&W practices ensuring that any actions taken are inclusive and non-discriminatory.
- 1.2.5 Monitor and maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises.
- 1.2.6 Ensure a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees, children, parents and carers.
- 1.2.7 Ensure as necessary personal protective equipment (“PPE”) is provided to all employees, parents and children in the setting, for the safe use of plant, machinery equipment, tools, materials and substances for work or within the curriculum.
- 1.2.8 Delegate authority for the development and implementation of this policy to the CEO and thence to Headteachers who will ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) at Educate Together Academy Trust. The Headteacher will also bring it to the attention of parents and carers, agency and other contract staff, contractors, volunteer helpers and the children so that they fulfil their duties to co-operate with this policy. The Headteacher will liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.
- 1.2.9 Recognise their responsibility for monitoring HS&W performance, including auditing and will require the Chief Executive to present an annual report on Health and Safety, Wellbeing and related matters.

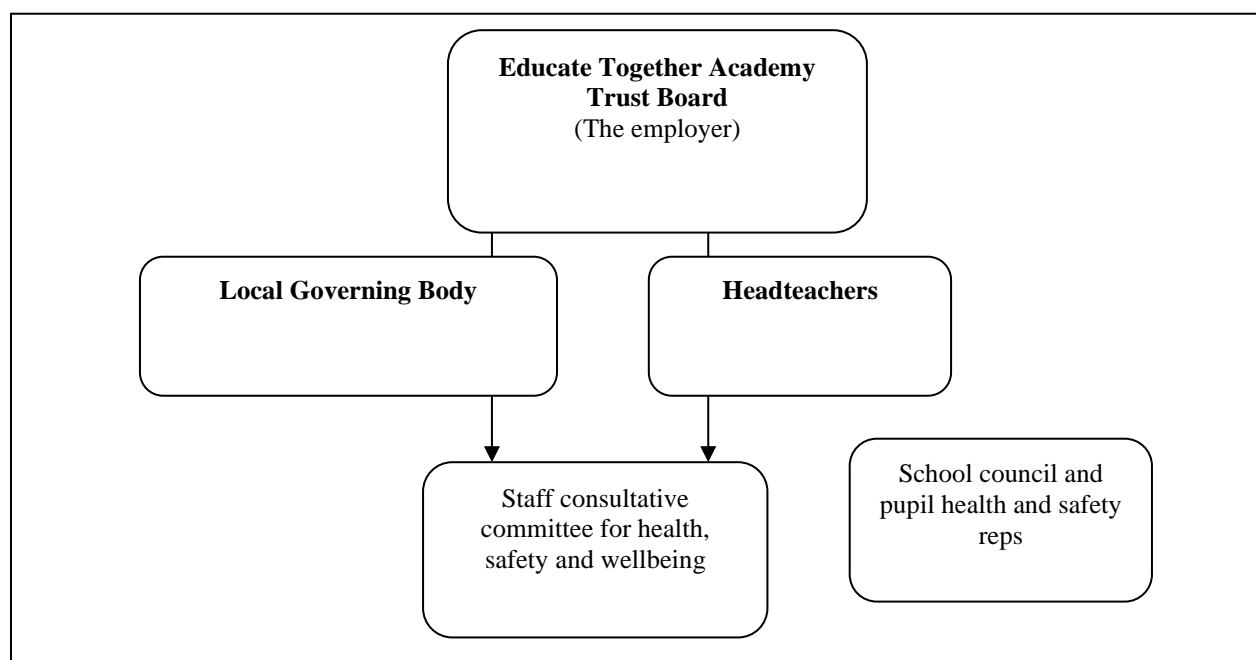
1.2.10 Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Related matters such as safeguarding and inclusion will be linked in so there are no policy gaps.

1.2.11 Review this policy on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 24 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.

2. Organisation of the schools for health, safety and wellbeing

2.1 The Trustees of Educate Together Academy Trust recognise the need to identify organisational arrangements in each school for implementing, controlling and monitoring HS&W matters. In this matter they follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive*. They also accept the need to consult individuals before allocating particular health, safety and wellbeing functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.

* <http://www.hse.gov.uk/pubns/books/hsg65.htm>



2.3 Functional elements: Schools organisation for health, safety and wellbeing showing links with safeguarding and food safety etc.

2.3.1 The posts with significant HS&W roles are set out in the chart below. Everyone has some responsibility and the chart is highlighting the major management lines.

2.3.2 For clarity and ease of use, a list of HS&W being roles alongside our internal job roles follows in Tables 1 and 2 with contractors in Table 3.

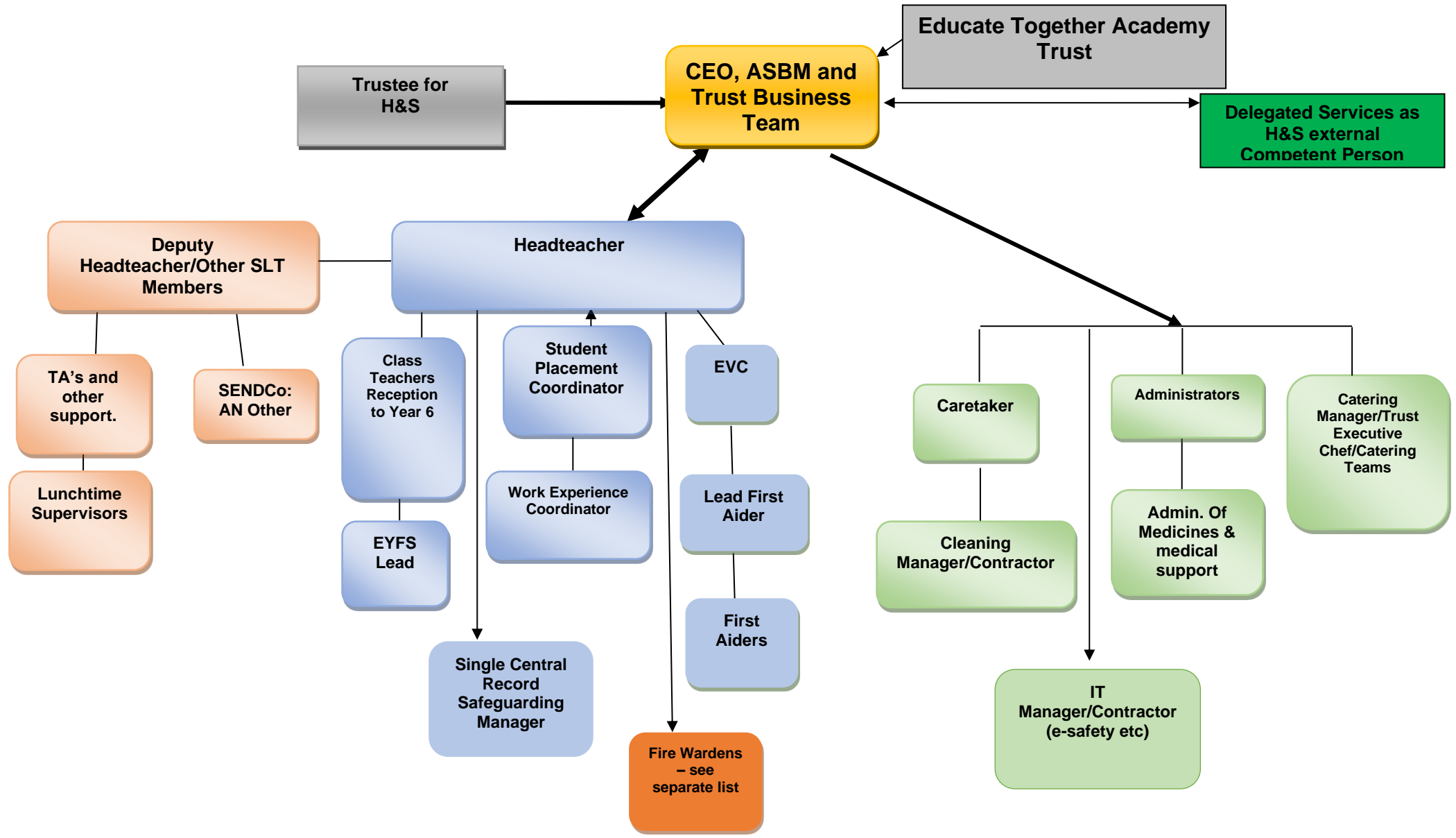


Table 1: Posts with major health and safety roles: school and governors*

Post No.	HS&W Role	Educate Together Academy Trust Post
1	H&S Governor	H&S Governor
2	Clerk to Governors	Governance Officer/Clerk to LGB's
3	Chief Executive Officer	CEO
4	Headteacher	Headteacher
5	Health and Safety Coordinator	Facilities and Health and Safety Manager
6	First Aid Coordination	Lead First Aider
7	Key Holder(s), fire and burglar alarms	Caretaker(s)/HT
8	Premises management day to day	Caretaker(s)
9	Premises functions	Caretaker(s)
10	Union H&S representative	Union H&S representative
11	Senior Leader: Curriculum Health and Safety	Deputy /Assistant Headteacher/Phase Leaders

**Titles may vary slightly on each school site depending on location and number of pupils.*

Table 2: Other school post with important health, safety and safeguarding roles*.

	HS&W Role	School Post
12	Catering Manager	Trust Executive Chef
13	PTA Food Hygiene Coordinator	PTA Food Hygiene Coordinator
14	Educational Visits Coordinator	EVC
15	Inclusion	SENCo
16	Safeguarding Single Central Record Manager	Headteacher
17	Safeguarding	Designated Safeguarding Lead
18	Administration of Medicines	First Aid Lead
19	Fire Marshals Coordination	Lead Fire Marshal
20	Lead SMSA	Play Leader
21	Work experience	Work Experience Coordinator

**Titles may vary slightly on each school site depending on location and number of pupils.*

Table 3: Table of *external contractors* posts with major health and safety roles*.

HS&W Role	Company
HS&W advisor and school's "competent person"	a. Delegated Services b. Facilities and Health and Safety Manager
Site Management -strategic	Kimera Facilities
Utility services advice	Facilities and Health and Safety Manager
Cleaning Contract Manager	Facilities and Health and Safety Manager
Grounds Maintenance Contract Manager	Facilities and Health and Safety Manager
Fire Alarms	Kimera Facilities/K.I.S./A.P.E.
Fire-fighting equipment	Kimera Facilities/K.I.S./A.P.E.
Emergency Lighting	Kimera Facilities
Entry systems. security CCTV	Kimera Facilities/K.I.S./A.P.E.
Burglar Alarm in	Kimera Facilities/K.I.S./A.P.E.
Alarms monitoring	Kimera Facilities – ARC Monitoring
Electrical	Kimera Facilities
Heating and hot water	Kimera Facilities
Water hygiene and Legionella control	Kimera Facilities
Glass emergency repairs	Kimera Facilities/Relyon Guarding
Overnight security call-out	Relyon Guarding

**Titles may vary slightly on each school site depending on location and number of pupils.*

3. School Health, Safety & Welfare Consultative Committee

3.1 Each LGB will incorporate health, safety and wellbeing in their governor sub-committees as appropriate.

3.2. The governors recognise that the way forward in achieving effective management of the school's HS&W Policy and the arrangements necessary to fulfil the obligation includes the staff HS&W Consultative Committee, or a similar other committee incorporating these responsibilities.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENCo, staff with safeguarding roles.

H&S Advisors will be used as necessary.

3.1. The HS&W Consultative Committee shall meet regularly so as to give time and full consideration of:

- Risk assessments, safety procedures and working practices;
- Reports on premises inspections, and
- The resources required for training and development and other HS&W matters.

3.1.3 The HS&W Consultative Committee shall in addition meet annually in order to exercise an overview of the school's HS&W performance and to produce a report for the Governors and the Full Board of Trustees.

3.2 Arrangements for Safety Representatives or consultation with Employee Representatives.

3.2.1 Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Employee Representatives about problems, hazards or defects either arising from or relating to activities at each school.

3.2.2 While most problems will be dealt with as they arise on a day to day basis those with longer term implications will also be discussed at the HS&W Consultative Committee.

See: <http://www.hse.gov.uk/involvement/index.htm>

3.2.2 Specific issues that require immediate action will be taken after consultation with the Headteacher (or Deputy Headteacher) or the Health and Safety Coordinator. The Headteacher should also liaise with the CEO on urgent matters.

4. Monitoring and auditing Health, Safety and Wellbeing Performance

- 4.1. The Trust requires the Headteacher of each school to provide an annual report on all HS&W matters which will identify strengths and development areas propose achievable remedies, and set objectives for continuous improvement.
- 4.2. The report will provide an annual overview of for example:
 - Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
 - Emergency procedures including fire precautions and first aid;
 - Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
 - Internal and external inspections as well as audits;
 - Wellbeing.
- 4.3. A Trust health, safety and wellbeing audit will be undertaken on an annual basis.

5. References

The Health and Safety Executive website provides an extensive range of information.

Visit: www.hse.gov.uk

Key useful documents include:

HSG 65 Managing for Health and Safety which can be downloaded free at

<http://www.hse.gov.uk/pubns/books/hsg65.htm>

INDG 275 (rev1) Plan, do, check, act

<http://www.hse.gov.uk/pubns/indg275.pdf>

INDG 417 Leading health and safety at work

<http://www.hse.gov.uk/pubns/indg417.pdf> and from DfE:

Department for Education Governors' Handbook and Guidance:

Governance Handbook click [here](#)

Governance Framework click [here](#)

This is the end of Document 1. Please see Document 2 for the “Organisation and Arrangements” where each post and role is described in rather more detail with key tasks. The main management activities are also laid out.