

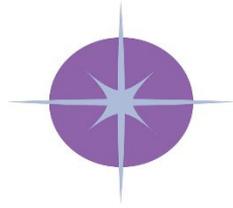
BATH & WELLS  
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10



# Health and Safety Policy

Updated March 2022



## **Health and Safety Policy**

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## **1. Introduction**

### **1.1 Statement of Intent**

The Bath and Wells Multi Academy Trust (referred to as the 'Trust' from this point on) has overall responsibility for the health, safety and welfare of staff, student, visitors in the schools we operate and within the central team.

The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where students can learn and achieve their full potential and where employees are supported to ensure work related stressors are avoided.

This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974, as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation together with the requirement for policies by the Education (Independent School Standards) Regulations 2014.

The health, safety and welfare of staff, students and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the school community to play their part.

The safety culture of our schools is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our schools have a strong and positive safety culture through communication, training, collaboration and leading by example.

The Trust will strive to continually improve the performance of our health and safety management in all our schools.

Together, we are committed to achieving the following objectives:

- To provide, as far as reasonably practicable, a safe and healthy working environment for all.
- To ensure that all members of the Trust and school communities are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
- To ensure that all staff have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
- To have an effective system for communicating and consulting on health and safety matters.
- To effectively plan, implement, monitor and review the arrangements in place to ensure that we have a safe and healthy working environment.
- To encourage, promote and continuously improve the Trust's health and safety performance.
- To ensure that we protect the environment.

This Policy was reviewed and ratified by the Board of Trustees

Signed:

**Nikki Edwards.**

**Chief Executive Officer**

**Nigel Daniel**

**Chair, BWMAT Board of Trustees**

## **2. Responsibilities and Organisation**

The main legislation covering this area is the Health and Safety at Work etc. Act 1974 and regulations made under that Act.

The Trust, as the employer is responsible for health and safety, though many tasks are delegated. The school level responsibilities will be identified through the supplementary policy annex.

The responsibility for the implementation of the Health and Safety Policy at each school lies with the Local Governing Committee and the headteacher.

Every person employed by the Trust carries some responsibility for health, safety and welfare (see 2.5 All Staff) but where specific duties are given, these are recorded in the following pages.

### **2.1. The Trust Board will:**

- ensure an appropriate Board profile is implemented and maintained for health and safety, whether via committees/Board meetings or by appointing a liaison Director or Directors for health and safety
- provide strategic direction in the importance of Health and Safety across the organisation.
- review all reported events to make sure practice is reviewed and updated if necessary.
- take all reasonable steps to provide safe and healthy conditions for pupils/employees and others who may be affected by its activities.
- take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- accept its responsibilities as an employer and will provide adequate resources to implement this policy, including access to support from health and safety competent persons and, where necessary, will obtain external specialist advice and assistance.
- accept that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- expect all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- commit to providing the necessary information, instruction and training to employees and pupils, where applicable.
- acknowledge and actively support the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- commit to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy after considering new legislation and other changing circumstances.

### **2.2. Chief Executive Officer on behalf of the Trust Board will:**

- ensure health and safety has a high profile throughout the Trust and is included as an agenda item on all relevant meetings, including Board meetings.
- promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- consider the impact of health and safety in all strategic and operational decision-making.
- ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the Trust.
- consult staff and provide training opportunities.
- monitor and review health and safety policy and arrangements.

- monitor health and safety performance – via findings from health and safety audits, compliance audits, inspections, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR);
- implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- agree with the Director of Operations a programme of health and safety audits and inspections.
- ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust and school premises.
- ensure there is an effective accident reporting and investigation procedure across the Trust.
- ensure that the headteacher in each school is competent, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- appoint a Competent Person to advise on health and safety matters.

### **2.3. Director of Operations (Competent Person Role)**

The Trust has appointed an internal Director of Operations, which incorporates the 'Competent Person' role, for advice on health and safety matters. This will be supported by specialist external advice, where required, and internally through the Trust's Estates and Facilities Officer.

This role will:

- provide health and safety advice, support and training to the schools / Central Team and their staff.
- ensure that all staff and governors are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement and fulfil those duties to full effect.
- undertake pro-active monitoring such as workplace inspections / audits and health checks, by applying the test of reasonableness.
- explaining and offering constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in';
- advise on the risk assessment process and encourage the recording of risk assessments and control measures.
- provide a review of risk assessments or areas that could influence changes to policies, guidance and working practices.
- manage and report all major accidents under the requirements of RIDDOR.
- assist and advise on investigation of all reportable accidents and changes to systems to prevent a recurrence.
- identify trends and advise on concerns and training needs.
- liaise with any enforcing authority, the Health and Safety Executive (HSE), insurance organisations, or other agencies on Trust and individual school health and safety arrangements.
- perform the role of Educational Visits Advisor in terms of approving certain off-site visits.

### **2.4. Line Managers/Senior Leaders will:**

- apply and share the Trust and relevant school or Central Team Health and Safety Policies to their own area of responsibility/work.
- develop, publish and share with members of their teams, specific health and safety procedures for any high-risk activities within their teams.
- ensure regular health and safety risk assessments are undertaken for the activities for which they or their team are responsible and that control measures are implemented and shared with all staff.
- ensure that, where necessary, the appropriate personal protective equipment is available, in good

condition and used and that any other identified safety measures in the risk assessment are implemented.

- resolve any health and safety or welfare problems within their teams.
- ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees to avoid hazards and contribute positively to their own health and safety.
- ensure that all accidents (including near misses) occurring within their team are promptly reported and are investigated.

## **2.5. All Trust 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 school / Trust.

Employees of the Trust, whether they are fixed term, contract or permanent, take the responsibility to:

- take reasonable care of their own health and safety and that of others.
- refrain from doing anything or omitting to do anything that causes danger to themselves or others
- ensure that they are familiar and up to date with the Trust's Health and Safety policy and standard procedures
- co-operate with the employer/Trust supporting the implementation of the Health and Safety policy and local school arrangements.
- ensure as far as is reasonably practicable that their classroom/work area is safe.
- raise health and safety concerns in line with local arrangements (e.g. reporting all premises related issues to the person who manages the premises so they can be recorded and actioned).
- inform the relevant management if something happens that might affect their ability to work safely; e.g. suffering an injury, taking prescribed medication, or becoming pregnant.
- ensure that they only use equipment or machinery that they are competent / have been trained to use, making use of all necessary control measures and personal protective equipment provided for safety or health reasons.

In addition, teachers and other staff in schools have a common-law duty to act as any prudent parent would do when in charge of pupils.

## **2.6. The Local Governing Committee**

The responsibility for ensuring that health and safety procedures within each school are adequate rests with its Local Governing Committee. The local governors will ensure that there is adequate health and safety provision at the school and that all necessary procedures are implemented, monitored and reviewed to ensure compliance with health and safety standards and legislation. They will:

- ensure the Trust Health and Safety Policy agreed by the Board is implemented in full.
- ensure that the school implements a local Health and Safety Policy which is monitored by the Local Governing Committee.
- ensure that the local school Health and Safety Policy is reviewed annually or sooner (where required).
- appoint a member of the Local Governing Committee (as Lead Governor) to be responsible for liaison on health and safety issues with the headteacher and staff.
- ensure that the school has an appropriate External Visits policy and procedures, so that outdoor and residential visits are planned, approved, conducted and recorded in line with national guidelines (See 2.8 – Off Site Visit Approvals);

- ensure that there is assessment of the risks of all activities, both in school and off-site, and that measures are taken to manage those risks.
- ensure that employees have a safe and healthy environment in which to work, and that no-one is adversely affected by the working of the school.
- raise any health and safety concerns with the headteacher.
- Monitor work practices and regularly review safety management systems and arrangements.
- review the accident/incident records at least annually, identifying trends in accident type, activity, individual involved, and the location.

## **2.7. Headteacher**

The headteacher has day-to-day responsibility for health and safety management of his / her school and will take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities.

All headteachers are required to:

- implement the Trust Health and Safety Policy.
- develop and implement the local school Health and Safety Policy document with the approval of the Local Governing Committee.
- share this with all staff and review this annually or sooner (where required);
- develop a health and safety culture throughout the school by engaging and consulting with employees on day-to-day health and safety conditions, for example by including health and safety on the agenda for meetings at all levels.
- take day to day operational decisions with all due regard to health and safety.
- raise any health and safety matters with which they cannot deal directly with the Director of Operations.
- ensure adequate resources for health and safety are available.
- ensure staff understand their responsibilities and can access appropriate support, advice and training to help them manage risks responsibly.
- identify significant hazards within their school and ensure suitable risk assessments are undertaken, which will include general workplace risks, substance risks, equipment risks, off-site visits, etc.
- implement and monitor all control measures identified by risk assessments.
- draw up relevant health and safety procedures.
- monitor effectiveness of procedures.
- update their Local Governing Committee on a regular basis on health and safety matters.
- review all accidents and incidents with the Lead Health and Safety Governor to identify trends (at least annually);
- recognise the role of safety representatives appointed by recognised trade unions and co-operate with them when requested.

Whilst overall responsibility for health and safety cannot be delegated, headteachers may choose to delegate certain tasks to members of their Senior leadership team, a Health & Safety Co-ordinator and/or others.

## **2.8. Teaching Staff (including Cover and Supply) will:**

- ensure that staff, pupils and visitors under their control, make use of any health and safety provision, as necessary.
- undertake regular inspections of their rooms, and any equipment they use, and bring any faults to the attention of the headteacher, business manager or site manager (as appropriate);

- bring to the attention of the headteacher, business manager or site manager (as appropriate) any health and safety concerns relating to working practices, procedure, equipment, accommodation or fire.

## **2.9. Site Staff**

- Site Managers and Caretakers advise their respective headteachers/leadership teams, ensuring that details related to health and safety management are passed on. They provide support and advice to their headteachers/leadership teams and school staff.
- Site Managers and Caretakers act as Health and Safety representatives for the site for which they are responsible.
- Site Managers and Caretakers will undertake periodic health and safety site walks/checks to ensure the site they are responsible for is fulfilling the requirement to follow safe systems of work in the running of their area of the business and ensuring that the appropriate licences, test certificates, insurances etc are up to date and fit for purpose. They will also formalise the on-site communication of health and safety matters with contractors that are appointed.
- Site Managers and Caretakers will be the representative for the school when dealing with any health and safety meetings/committees.

## **2.10. Health and Safety Co-ordinator role**

The Health and Safety Co-ordinator has the delegated task of assisting the headteacher discharge their duties in relation to the day-to-day management of health and safety within the school. This will usually be part of another role; e.g. school business manager, office manager, site manager etc. To do this they will:

- co-ordinate and manage the risk assessment process for the school.
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Headteacher.
- coordinate 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 Headteacher should funds not be available.
- record records of inspection, servicing and maintenance on the Trust compliance software.
- assist with the identification of training needs and training delivery across the school to ensure that staff are adequately instructed.
- collate accident and incident information and, when necessary, carry out accident and incident investigations.
- arrange periodic health and safety audit checks and liaise with the Headteacher.
- organise termly Health & Safety walks in conjunction with the local Lead Health and Safety Governor and report any necessary remedial actions to the Headteacher.

## **2.11. Pupils.**

Pupils, 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 school 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.

## **2.12. Trade Union Safety Representative (if appropriate)/Employee Representatives**

Any Trade Union Health and Safety Representatives will be encouraged by the headteacher to fulfil their duties as well as being released for any appropriate training. The headteacher will also consult regularly with them on health & safety matters and they will be entitled to inspect the school in accordance with the agreed Trade Union procedures.

At this point in time, the Trust does not have a Health and Safety committee but would however be obliged to set one up (within three months of the request) if two or more union-appointed Health and Safety representatives request this in writing.

## **2.13. Volunteers**

Volunteers (such as parent helpers. etc.) have a responsibility to act in accordance with local policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately. Volunteers have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the Trust's Health and Safety policy and local policies and procedures.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

## **2.14. Contractors**

All Contractors working on Trust and school premises, or elsewhere on the Trust's behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

### **Selecting and managing contractors**

It is vital that any company or persons invited into a school under a contractual agreement to work on maintenance of the building or the site operates under the highest level of health and safety possible and is aware of the Trust's and relevant local policies and procedures.

When engaging a contractor, the following will be considered:

- all aspects of the work will be identified and set out in a job specification,
- qualifications and experience,
- references,
- insurances and certifications,
- memberships of professional trade bodies
- safety method statement

The Trust and/or school will co-ordinate with any contractors and ensure that they have appropriate information about the site available to them including the Asbestos Management Plan, evacuation procedures, etc.

For information on safeguarding pupils against visitors or contractors, please read the Trust's **Child Protection and Safeguarding Policy**.

### **3. Whole Trust Arrangements for Health and Safety**

#### **3.1 Competent Person Advice**

The Trust has, appointed an internal Director of Operations, which incorporates the 'Competent Person' role for advice on health and safety matters. This role will be supported by specialist external advice where required and internally through the Estates and Facilities Officer.

#### **3.2 Health and Safety Management**

The Trust will monitor performance of its schools in line with its requirements as the Employer. This will include following the general 'Plan, Do, Check, Act' principles of the Health and Safety Executive publication HSG65 – Successful Health and Safety Management.

The principles 'Plan, Do, Check, Act' achieve a balance between the systems and behavioural aspects of management. They also treat health and safety management as an integral part of good management generally, rather than as a stand-alone system.

Managing health and safety should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.

The core elements to effectively manage health and safety are:

- leadership and management.
- a trained/skilled workforce.
- an environment where people are trusted and involved.

#### **3.3 Health and Safety Management System**

The Trust has taken the decision that all its schools will adopt the EEC Safety Suite as their health and safety management system. This is a school specific system which contains modules for risk management (assessment), external visit approval, incident/accident reporting, auditing, fire training, and management reporting.

For compliance purposes, the Trust uses iAM Compliant which includes elearning.

#### **3.4 Supplementary Policy - Annex (School and Central Team)**

Individual schools and the Central Team will be expected to establish their own health and safety policies, along with identifying individuals with responsibilities and creating arrangements for implementing their respective policies.

For individual schools, this policy will take its form from a Model Policy, which will be developed further by the individual schools to suit their requirements. That local Policy will be adopted by their respective Local Governing Committees.

For the Central Team, this will be a bespoke supplementary policy covering the Trust offices and therefore any employee working out of here.

### **3.5 Measuring Performance**

The Trust will utilise various means to measure performance within schools such as:

- An annual programme of health and safety audits.
- Site inspections/safety tours.
- Local review of risk assessments and the subsequent control measures.
- Information coming out of Local Governing Committee, hub and other meetings.
- Results of any external reviews/investigations.
- Local review of accidents/incidents/near misses and use of the information and experience gained throughout the Trust.
- A system of reviewing and developing improvement plans as identified.
- Sharing experiences, findings and good practice throughout the Trust.

### **3.6 Audit**

A programme of health and safety audits is to be implemented for all schools with the scope, delivery, and ongoing frequency to be agreed by the Director of Operations.

The implementation of the school audit action plans will be the headteachers' responsibility, assisted (where necessary) by the Estates and Facilities Officer and the Director of Operations.

Audit performance and completion of such action plans will be monitored by the Estates and Facilities Officer.

This audit programme will be enhanced with a site walk around to look at the physical environment, conducted with the Lead Health and Safety governor (if available).

### **3.7 Training**

All employees within the Trust should receive appropriate information, instruction, training and supervision to undertake their roles and responsibilities safely and work in a safe environment.

All employees should receive induction training regardless of whether they are permanent, part time, temporarily employed, etc.

This training should cover:

- Health and Safety Policy and other associated policies
- Fire and emergency procedures
- First aid provision
- Welfare facilities
- General housekeeping arrangements and defect reporting
- Procedure for accident/incident reporting, including near misses
- Relevant risk assessment which might affect them
- Job specific training needs and
- How to raise health and safety concerns

E-learning is available via:

- iAM Compliant
- Educare
- National Governance Association – Learning Link (for Governors)

### **3.8 Code of Conduct**

The Trust is concerned with ensuring the good health and safety of members of the school communities, both on an individual basis and as whole school bodies. Appropriate and considerate behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support.

### **3.9 Signing In and Out Systems.**

The BWMAT is committed to complying with all regulations that promote the well-being and safety of all its personnel. In the event of a fire or any other need to evacuate any Trust or school building, it is imperative that a record is kept of all personnel arriving and leaving the building, to ensure good practice and compliance to the building evacuation procedures.

It is important to have good record-keeping for use in an emergency and to promote staff awareness and responsibility in the working environment.

Signing in and out procedures must be in place for use in the event of an emergency evacuation of the school buildings; to determine the whereabouts of any personnel during the day on the school premises.

Signing in and out systems can include paper-based systems, signing in/out boards or electronic visitor management systems.

All staff must ensure that they sign in and out of the premises daily. Failure to do so could result in a disciplinary action.

### **3.10 Accident/Incident Reporting and Investigation.**

All employees should report and record all accidents, incidents, near misses and dangerous occurrences to enable them to be reviewed and investigated accordingly.

For employees in schools, this will be recorded using the accident reporting module within the EEC Safety Suite.

For employees within the Central Team or for any accident occurring at the Central Team offices, there is a paper accident report for recording an accident/incident available from the Director of Operations.

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior managers or the Board of Trustees may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

Accident records will be reviewed on a regular basis in order to identify any trends and so that prompt action can be taken where necessary to avoid repeated incidents of a similar nature.

### **3.11 Health and Safety Law Poster**

The Health and Safety Information for Employees Regulations requires that all business premises display an approved health and safety law poster in a prominent position or to provide each of their employees with an equivalent leaflet.

The poster/leaflet outlines health and safety law and explains what both employers and employees must do to keep the workplace safe. Contact details are also provided if employees want advice or have concerns about their safety at work.

For more information see - <http://www.hse.gov.uk/pubns/books/lawPoster.htm>

### **3.12 Enforcing Authority**

The enforcing authority is the Health and Safety Executive (HSE) – [www.hse.gov.uk](http://www.hse.gov.uk), and all Trust schools come under their Wales and South West region. The local office is:

HSE (Bristol Office)  
2 Rivergate  
Bristol  
BS1 6EW

### **3.13 Ratification of Policy**

This policy is required under the Health and Safety at Work etc. Act 1974.

Any breaches of those duties listed above could lead to the prosecution of the Trust's Board, Chief Executive Officer, Local Governing Committee or individual employees.

Failure to comply with health and safety requirements could also lead to disciplinary action.

The Trust HR policies give full details on disciplinary and misconduct procedures.