

Health & Safety Policy

Policy statement

This policy has been adopted by the Board of Trustees of South York Multi Academy Trust (SYMAT) and is applicable across all schools that make up SYMAT. In line with SYMAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Body (LGB) and the Headteacher of each school that is part of SYMAT and the individual school statement of intent should be filled out and signed by required parties.

Where there are specific details or any discretions in the policy that apply to an individual school or LGC this has been made clear within the wording of the policy.

This policy will be monitored regularly by SYMAT Finance and Resources Committee and reviewed formally by the SYMAT Board of Trustees in line with the agreed timetable for policy review or sooner as events or legislation changes require.

DATE ADOPTED: December 2019

DATE FOR REVIEW: December 2020

Statement of Commitment

At South York Multi Academy Trust (SYMAT), we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Assessing and controlling risks from curriculum and non-curriculum work activities.
- Providing a safe and healthy working and learning environment for staff and students.
- Ensuring safe working methods and providing safe work equipment.
- Ensuring all employees are competent to undertake their role(s) by providing effective information, instruction and training.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our systems and prevention measures to ensure that they are effective.
- Setting targets and objectives to develop a culture of continuous improvement.
- Ensuring adequate welfare facilities exist throughout SYMAT.
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- Learning from our own health and safety experiences and share learning opportunities with other schools.

Signed by:

Chair of the Board of Trustees

Signature:

Name: Mr I Warman

Date:

19/12/2019.

Signed by:

SYMAT Chief Executive

Signature:

Name: Ms L Savage

Date:

19/12/19.

South York MAT Safety Management System (SMS)

The SMS comprises of a number of inter-dependent parts. These are aimed at providing the framework for delivering a high level of health and safety performance in the workplace. This aim is consistent with SYMAT's values and the Statement of Commitment.

The following headings shows the basic components.

South York MAT Health and Safety Policy

Made up of the following: -

- Policy Statement
- Statement of commitment
- Organisations roles and responsibilities
- Methods of monitoring and reviewing
- Audit process.

South York MAT sub policies and procedures

- Detailed requirements for specific topics.
- Documentation which are set to control the standards and quality across the trust.
- Centrally located documents accessed by all SYMAT Schools.

Individual schools statement of intent (Appendix A)

- Signed document by the head teacher and the Chair of governors regarding the management of health and safety at their school
- Roles and responsibilities of the organisation at the school.
- Outline of specific roles assigned to specific people within the school's organisation.

South York MAT Roles and Responsibilities

In order to achieve compliance with the statement of commitment, specified roles within the SYMAT's management structure will have additional responsibilities assigned to them as detailed below.

The Board of Trustees

The board of Trustees has the following responsibilities:

- All reasonable steps are taken so that SYMAT is complying with health and safety legislation.
- Promote a reasonable approach to health and safety within SYMAT.
- Seek and accept advice from competent health and safety advisers.
- Ensure persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Work with the SYMAT Chief Executive and other school headteachers to adopt a reasonable attitude towards health and safety management – ensuring a proportionate response to reduce the health and safety risks in the SYMAT.
- Ensure sufficient resources are made available in respect of finance, time, equipment and people to manage health & safety across SYMAT.
- Ensure health and safety performance of SYMAT is measured both actively and reactively.
- The SYMAT health and safety policy and performance is reviewed as a minimum; annually when there is a change of personnel in SYMAT or following a significant event.

South York MAT Chief Executive

The Chief Executive is accountable to the Board of Trustees and their particular responsibilities are to ensure that:

- Sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.
- Health and Safety is properly addressed and performance is monitored through the Central Services Team.
- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work across all Schools.
- The Trust sets strategic health and safety objectives.
- A process is in place for detailing the responsibilities and accountabilities of all managers and supervisors.
- Health and Safety requirements are included in the annual budgetary review process and adequate local resources are made available.
- Health and Safety performance and compliance with the safety management system is monitored across all schools and any gaps are properly addressed.
- Ensure that the South York MAT is working to legal standards for health and safety.
- Continuing improvement in local health and safety performance is promoted across each school and experiences and lesson learned are shared with peers across the South York MAT.

South York MAT Health & Safety Coordinator

The South York MAT health and safety officer will:

- Monitor the annual risk assessment review and revision process across the South York MAT.
- Monitor the workplace inspections and active monitoring process across all the South York MAT.
- Ensure systems are in place for undertaking specific requirements set out in the compliance notes within the SMS.
- Monitor provision for the inspection and maintenance of work equipment throughout the trust, including the statutory examination and testing of specific equipment.
- Monitor the management of Asbestos; Legionella; Fire Risk Assessment and all property compliance issues for each site.
- Monitor the Safety of Educational Visits.
- Monitor accidents and near misses across the SYMAT and undertake trend analysis.
- Produce updates to the board and advise them of current standards across the Trust. Including; property statutory compliance issues (e.g. asbestos/legionella/fire risk/gas/electricity), activity risk assessment compliance and monitoring, staff training, Educational Visits and accident and near miss data.
- Monitor the keeping of records of all health and safety activities.
- Monitor staff training.
- To co-ordinate the control of contractors on site when work is being undertaken.
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors.
- Provide support to the Schools Health and Safety Coordinator, in regard to health and safety.
- Ensure South York MAT is audited annually in regard to Health and Safety.

School Head Teacher

Head teachers have the following responsibilities to ensure:

- The School is following the SYMAT Safety Management System (SMS) and that appropriate arrangements exist within the school to effectively manage risks.
- Staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the School.
- Consultation takes place with employees and their representatives on health and safety matters.
- Continuing improvement in local health & safety performance is promoted within their School and also for sharing experiences and lessons learned with peers across the Trust.
- That educational visits/off site learning is managed in line with the Evolve system adopted by SYMAT.
- Key Health & Safety roles identified in the Schools statement of intent are given to named individuals, the roles are the Schools Health & Safety co-ordinator, Educational Visits Co-ordinator, Site Asbestos & Legionella Co-ordinator, Workplace Inspectors, responsible Person for fire safety, First Aiders, first Aid lead & Fire Wardens
- That each nominated person has sufficient time and resources to carry out the requirements placed upon them through the SMS and H&S legislation.
- A reasonable approach to health and safety is promoted within all school activities.
- Sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.

School Health & Safety Coordinator

The School Health and Safety coordinator will:

- Ensure all accident and incidents are reported in the correct way and that the SYMAT Health and Safety coordinator is notified of all incidents or accidents on site.
- Ensure that the school is following the risk assessments and safe systems of work to ensure that appropriate arrangements exist within their trust to effectively manage risks.
- Coordinate and manage the annual risk assessment review and revision process for their School.
- Coordinate the workplace inspections and active monitoring process for their School.
- Make provision for the inspection and maintenance of work equipment throughout their school, including the statutory examination and testing of specific equipment.
- Manage the local Fire Risk Assessment, Fire Drills and Emergency evacuations including developing any Personal Emergency Evacuation Plans.
- Manage the keeping of records of all health and safety activities and monitoring.
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the SYMAT generally.
- Ensure systems are in place to identify lapsed health and safety training and work with the SYMAT Health and Safety coordinator to provide suitable and timely staff Health & Safety training.
- Oversee the local management of Asbestos, Legionella and all property compliance issues for their site.
- To oversee the safety of educational visits and to assist the Educational Visits Co-ordinator.
- To co-ordinate the control of contractors on site when work is being undertaken.
- Liaise with the SYMAT Health and Safety coordinator to ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors.
- Maintain effective communication throughout the school to ensure that all staff, pupils, visitors and contractors receive appropriate health and safety information.
- Promote the need for continuing improvement in local health & safety performance within their school and also for sharing experiences with peers across the SYMAT.

School Governing Body

The School Governing Body will:

- Support the School with complying with SYMAT Health and Safety Policy and the use of the Safety management system (SMS).
- Help and support the School in the implementation of any health and safety directive put forward by the Trust.
- Raise matters of evident concern with the School Health & Safety Coordinator/ School Head Teacher or the SYMAT Health and Safety coordinator.
- Be the link between the Trust Board and the School in relation to Health & Safety.
- Meet with the schools Health & Safety coordinator regularly.
- Actively monitor and review Health & Safety performance across the School through Work Place inspections.
- Follow up and monitor any Health and Safety performance issues within the school.

All South York MAT staff

Consistent with general good practice, the following are responsibilities and accountabilities relating to all employees. All employees must:

- Take reasonable care of their own Health & Safety, and that of others, who may be affected by what they do at work including contractors, colleagues and pupils.
- Cooperate with colleagues, contractors and others to ensure that the school and the SYMAT remains safe.
- Follow health and safety rules, instructions and procedures.
- Understand that failure to follow reasonable health & safety rules, instructions and procedures is an offence under Health & Safety legislation and could result in the employee being disciplined under SYMAT disciplinary procedures or possibly prosecuted by the HSE in the event that the failure to follow instructions resulted in an accident/incident.
- Not undertake work for which they are not competent.
- Not undertake work for which there are inadequate instructions or which they believe to be unsafe.
- Report all incidents and other identified problems to their line manager as soon as possible.
- Be accountable to their immediate line manager for complying with these basic requirements.
- Display a positive attitude towards health and safety by; raising any concerns about health and safety with the School Head Teacher and/or School Health & Safety coordinator and suggesting improvements to existing procedures which would improve health and safety and the learning experience.
- Discharge any specific health and safety duties in accordance with current safety instructions.
- Attend health and safety training as directed by the SYMAT/Head Teacher/School Health & Safety coordinator.
- All staff have a responsibility to advise the SYMAT Chief Executive/Head Teacher/School Health & Safety coordinator of situations or activities that are potentially hazardous to the health and safety of staff, pupils, contractors and visitors.

Contractors, agency and partnership staff & volunteers

All such staff must be accountable to their employer. However, they have a duty to:

- Comply at all times with SYMAT and school's requirements (as a minimum) while on SYMAT premises or working under the control of SYMAT.
- Report all incidents, and other matters of Health & Safety concern, to Schools health and safety coordinator.

Failure to comply with these requirements will be considered a serious breach of trust and may result in the contractor's employee being barred from further work for SYMAT.

Monitoring and Review

There are elements to the monitoring and reviews which will be undertaken as outlined in the responsibilities above.

SYMAT Review

This will be a review of the health and safety across all the schools and will be informed by the individual school's health and safety audits undertaken by an outside organisation annually.

Estates and Facilities Health Check

The SYMAT Annual health check forms part of the estates and facilities review which will review the use and compliance with the systems put in place by the trust.

Active Monitoring

Active monitoring should take place at each of the SYMAT schools these include active monitoring of risk assessments and the schools should monitor a sample of the assessments they have in place. Active monitoring demonstrates the legal requirement for supervision and helps to close the loop in respect of successful health and safety management by demonstrating so far as reasonably practicable that the SYMAT have carried out their legal responsibilities.

Work Place Inspections

The schools will undertake workplace inspections to internally monitor and review the health and safety on their school sites. These are crucial to ensuring a safe workplace. The objective is to ensure that potential causes of injuries and ill health are identified and eliminated at an early stage. Experience shows that workplace inspections can have a significant impact on reducing the common causes of slips trips and falls etc.

SMS review and sub policies and procedure reviews

The content of the safety management system's sub policies and procedures will be reviewed by the SYMAT Health and Safety Coordinator with guidance from an external provider, if any changes to legislation are apparent then these documents will be modified.

Sharing and learning

The key objective is to ensure that any lessons learnt (from risk assessments, workplace inspections, incident investigations, active monitoring, claims, enforcement action and prosecutions etc) are shared to all interested parties across SYMAT. The objective of sharing is to prevent a recurrence of the incident, unsafe working practice or hazard.

SYMAT Approach

- Investigate in line with the Incident Reporting & Investigation Procedure within the SYMAT SMS.
- Ensure issues are shared locally rests with the appropriate manager in whose area the issues have been identified
- Share outcomes with appropriate departments within SYMAT with key issues raised.
- Outcomes with the potential for application in other schools must be shared

Given that the issues will arise from a range of sources, it is inappropriate to prescribe a 'format' for the sharing of information at this time. This will be kept under review as experience of sharing information is gained.

Audit

In order to specifically monitor the progress of health and safety across the SYMAT, a number of key areas have been identified and are outlined in the SYMAT Health and Safety Audit proforma, the aim is to monitor both negative and positive aspects of our performance to celebrate the successes and prioritise the areas that require assistance.

Audit Process

Audits are a qualitative assessment of Health & Safety performance by qualified professional Health & Safety Advisers. The Health & Safety Advisers will be assessing legal compliance against the industry and legislative standards and what the current risk gap is in relation to legal compliance.

The role of the Health & Safety Advisers will be to carry out audit visits across the SYMAT schools. This information will go to the School in the first instance, then collated by the South York central team, then reported up the chain to CEO and board level. This information can also be shared with Trade unions if requested. Once the Health & Safety Advisers have carried out the assessment, they will produce a summary report outlining how to achieve compliance and give a timescale for this.

The schools must provide an action plan within 30 days of the audit visit stating how they are going to address the issues identified as requiring action in the audit report. Providing appropriate evidence where required. Failure to produce this action plan within the 30-day timescale will result in the matter being escalated to the SYMAT Central Team and then subsequently the CEO of SYMAT or the health and safety representative at South York Board level.

Appendix A

**For individual schools
to complete**

[insert logo of school]

Statement of Commitment

At [insert name of school], South York Multi Academy Trust (SYMAT), we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

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- Learning from our own health and safety experiences and share learning opportunities with other schools.

Signed by:

Chair of Governors

Signature:

Name:

Date:

Signed by:

Headteacher

Signature:

Name:

Date:

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**Specific Roles assigned to Specific People within
[insert name of school]**

The following roles are delegated where appropriate (if not delegated, the head teacher assumes responsibility):

Academy Health & Safety Officer

Is ... ADD NAME HERE

Responsible Person for Site Asbestos

RPSA Is ... ADD NAME HERE

Site Legionella Representative (SLR)

SLR Is ... ADD NAME HERE

Responsible person for fire safety
(RPFFS)

RPFFS Is ... ADD NAME HERE

First Aid

Is ... ADD NAME HERE

Educational Visits Co-ordinator

EVC Is ... ADD NAME HERE

Fire Wardens/Co-ordinator

Is ... ADD NAME HERE