

Health & Safety Policy

Title	Health & Safety Policy
Author	NYCC H&S Team (SYMAT Estates, Facilities and Compliance Manager)
Approved by	Trustees
Issue date	July 2023
Review date	July 2024
Links to other procedures	<p>This policy has been adopted by the Board of Directors of the South York Multi Academy Trust and applies to all schools that make up the Trust. This policy applies to each school operating within the South York Multi- Academy Trust unless specific conditions and applications are identified within this policy.</p> <p>This policy will be monitored regularly by the Multi Academy Trust Board in line with the agreed timetable for policy review or sooner as events or legislation changes require.</p> <p>All NYCC H&S procedures and arrangements</p>

Health & Safety Policy Statement

As a leader of the community that it serves, The Trust recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by The Trust's activities.

The Trust's commitments are:

- To prevent injury and ill health associated with Trust's activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve the Trust's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- To set health and safety objectives and monitor their achievement

In our positions as Chairman of the Trustees and Chief Executive, we are committed to integrating health and safety into decision-making and risk management processes within Trusts. The Trustees will support us in this role and, together with the Leadership Team, will ensure the effective leadership of health and safety for the Trust and others affected by the Trust's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. We regularly review these assessments, to ensure that the Trust complies with legal requirements and strives to achieve best practice.

We will maintain arrangements to consult employees, trade union representatives and others who may be affected by The Trust activities, to encourage a joint approach to the management of health, safety and welfare.

The Trust expects all employees and those undertaking work on behalf of, or in partnership with, the Society to take reasonable care of their own health and safety, for the health & safety of others and to co-operate with the Society in the performance of its moral and statutory duties.

The Trust will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

Approved by:

Mr Ian Dolben, Chair of Trustees and Mr Steve Lewis, SYMAT CEO
on 13th July 2023

Health and Safety Organisation

This Section details the health and safety roles and responsibilities assigned to specific posts and functions within the Society.

Chair of the Trustees

The Chair of the Trustees ensures that the work of the Senior Leadership Team and Trustees is conducted in accordance with The Trust's policy and procedures for health and safety and with due regard for relevant statutory provisions.

All Trustees

All Trustees ensure that all the decisions they make are in line with this policy and other Trust policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is upheld by all committees and during all contacts with employees and members of the public.

Chief Executive

The Chief Executive has overall personal responsibility for the effective leadership for health and safety in the Trust. The Chief Executive carries out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of The Trust's culture, of its values and performance targets;
- Provide effective leadership to Trustees by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance;
- Ensure that adequate resources are made available to achieve high standards of health and safety;
- Monitor and review health and safety performance by receiving both specific (e.g. incident-led) and routine reports.

Local Governing Body

The Local Governing Body are responsible for the effective leadership of health and safety within their School. The Local Governing Body carry out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of the Individual School, of its values and performance standards;
- Ensure that Individual Schools have a clear management structure and that health and safety responsibilities are effectively communicated and included in job descriptions;
- Ensure that there are adequate and appropriate arrangements to encourage the trust, participation and involvement of all employees on health and safety issues;
- Ensure there are adequate arrangements so that the required health and safety information is shared between those that need it;
- Ensure that there are systems and arrangements to secure the competence and capability on health and safety related matters of all employees and others who are part of the conduct of the Schools' undertakings;
- Provide visible leadership on health and safety to head teachers by setting and reviewing targets for achieving improvements in health and safety performance including conducting Termly Visual Inspections;
- Approve the Schools health and safety action plan and monitor its implementation;
- Ensure that adequate resources are made available to achieve high standards of health and safety performance;
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports including reviewing accident, incident and near miss reports on a termly basis ;
- Keep health and safety performance under review at Local Governing Body meetings and ensure a formal annual review is carried out;
- Consult the HandS Service and others to monitor the need for further health and safety measures.

Head Teachers

Head Teachers are responsible for the effective implementation of this health and safety policy and associated management systems in all Trust Schools. They are responsible for ensuring that staff are aware of their responsibilities for implementing the day-to-day operation of all health and safety systems and procedures within their schools. In addition to these general duties, they will carry out the following:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values and performance standards in their schools;
- Ensure that their school has a clear management structure and that health and safety responsibilities are effectively communicated;
- Provide visible leadership on health and safety to staff by setting and reviewing targets for achieving improvements in health and safety performance;
- Oversee implementation of the health and safety action plans and monitor their implementation;
- Ensure that adequate resources are made available to achieve high standards of health and safety performance;

- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports;
- Ensure that arrangements are in place so they are advised of any accidents, incidents and health and safety issues occurring in the school;
- Keep health and safety performance under review and play a full and active part in the review process at School Improvement Leadership Group meetings;
- Ensure that all employees have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimize these risks;
- Ensure that health and safety issues are taken into account in all lesson plans;
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction to be rectified where practicable;
- Monitor the need for any further health and safety measures, instruction and training;
- Provide effective leadership on health and safety to their staff by setting and reviewing targets for achieving improvements in health and safety performance;
- Consult the HandS and others who may assist with monitoring the need for further health and safety measures.
- Ensure that contracts are in place for building maintenance including the inspection and testing of equipment in the premises e.g. boilers, electrical, fire equipment, gas, lifts, etc.
- Ensure suitable arrangements are in place at the premises for the management of contractors and construction projects on site;
- Maintain suitable arrangements in the premises to manage any asbestos present in the building;
- Maintain suitable arrangements in the premises to manage any legionella risk in the building;

NYCC HandS Service

The Trust has appointed the NYCC HandS Service as their competent person in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999. The HandS Service provides strategic health and safety advice and support to the Schools, Trustees, Head Teachers and employees of The Trust. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the HandS Service relieve either managers or supervisors of their operational health and safety responsibilities.

The HandS Service carries out the following duties:

- Work in partnership with Individual Schools to develop an annual health and safety action plan by undertaking the Annual Review Checklist for each school;
- To escalate or report as appropriate any failure to implement the health and safety plan to the Chief Executive;
- To contribute to, and engage in, the development of policies and procedures relating to health and safety;
- Develop and advise on the implementation of health & safety policy, procedures and management systems for existing and new activities;

- Support and empower head teachers to develop and implement effective health & safety risk management in their Individual Schools;
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety;
- Advise on the development of health & safety action plans, including the setting of realistic short-term and long-term objectives by conducting an annual Premises Inspection;
- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of the Trust;
- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures;
- Advise on health & safety training for staff and ensure it is appropriate for their duties and responsibilities;
- Conduct an annual fire risk assessment for each school;
- Ensure appropriate health and safety signs and information is displayed;
- Ensure suitable first aid arrangements are maintained at the premises;
- Ensure emergency procedures are developed and periodically tested for the premises;
- On multi-occupancy sites ensure that, there is co-operation and co-ordination of health and safety arrangements between all parties;
- Ensure that suitable and sufficient risk assessments are carried out in each school. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is a significant change) and modified if necessary;
- Co-ordinate the accident/incident reporting, recording and investigation system. Completed ARF1 forms to be sent to NYCC for reporting to the HSE on the Trusts behalf;
- Report to management on health & safety performance and standards;
- Provide the main point of contact and maintain professional working relationships with health and safety enforcing authorities;
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.

Trade Union Safety Representatives

Trade Union Safety Representatives are consulted where appropriate on matters affecting the health and safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trades Unions on health and safety takes place at Individual Schools level through the various risk management and health and safety groups.

All Employees, Trainees, Temporary Workers and Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to The Trust's disciplinary procedures. In particular, all employees, trainees, temporary workers and volunteers are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work;
- Co-operate with all head teachers and the HandS Service on health and safety matters;

- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention;
- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them;
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager;
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare;
- Report any accident/incident or near miss to their head teacher (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on The Trust premises, sites or affected by The Trust activities, which comes to their attention;
- Report to their head teacher any work situation they consider to represent a serious and immediate danger to health and safety, or any other relevant matter that they consider to represent a shortcoming in current arrangements for health and safety;
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations, lockdown etc.

Health and Safety Arrangements

The Trust adopts from NYCC arrangements for the management of health and safety, which we systematically apply in all activities and services throughout the Trust and its schools. In addition to these arrangements, supplementary procedures, guidance and other health and safety systems are developed at service, premises and/or local level and detailed in the school's own health and safety policy.

The detailed health and safety arrangements are outlined in Appendix A. This enables document control, the sharing of best practice and promoting transparency.

Schools can access HandS documentation from:
[NYES Health and Safety Service Resources](#)

Appendix A



THIS IS THE HEALTH AND SAFETY STATEMENT OF

Our statement of intent is:

- Implement the requirements of South York MAT Health and Safety Policy;
- to make adequate arrangements for the health, safety and welfare of staff and pupils;
- to provide adequate control of health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- co-operate with NYCC in matters related to health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed:

Headteacher

Signed:

Chair of Governors

Date:

Review date:

HEALTH AND SAFETY POLICY

RESPONSIBILITIES

Overall responsibility for health and safety within the establishment is that of:

(Headteacher)
(Chair of Governors)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name:
Responsibility: Health & Safety Governor

Name:
Responsibility:

Name:
Responsibility:

Name:
Responsibility:

Name:
Responsibility:

Name:
Responsibility:

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

The findings of the risk assessments will be reported to:

Action required to remove/control risks will be approved by:

The person responsible for ensuring the action required is implemented is

Checks that the implemented actions have removed/reduced the risks will be carried out by:

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are:

Consultation with employees is provided by:

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

Identifying equipment/plant, which will need maintenance is the responsibility of:

Ensuring effective maintenance procedures are drawn up is the responsibility of:

The person responsible for ensuring that all identified maintenance is implemented is:

Problems with plant/equipment should be reported to:

Checking plant and equipment health and safety standards before purchase is the responsibility of:

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

Identifying substances which need a COSHH assessment is the responsibility of:

The person(s) responsible for undertaking COSHH assessments is/are:

Ensuring that all actions identified in the assessments are implemented is the responsibility of:

The person responsible for ensuring that relevant employees are informed about COSHH assessments is:

Checking that substances can be used safely before they are purchased is the responsibility of:

Assessments will be reviewed:

In the event of an accident, annually or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at:

Health and safety advice is available from your HandS Safety Risk Adviser:

Sarah Charters
Mobile: 07890 051106
office: 01609 532545
email: sarah.charters@northyorks.gov.uk
Health & Safety Support – 01609 532589

Supervision of young workers and trainees will be arranged/ undertaken/monitored by:

Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by:

Job specific training will be provided by:

Health and Safety Training Requirements:

Asbestos/Legionella training

First Aid training

Fire Awareness / Fire Warden training

Working at Height / Safe Ladder use

Manual handling

Educational Visit Training

Training records are kept:

Training will be identified, arranged and monitored by:



ARRANGEMENTS

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Locations of First Aid Boxes:

The first aiders are:

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:

The person responsible for reporting accidents, diseases and dangerous occurrences to the NYCC CYPS Health and Safety section is:

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will undertake:

Legionella testing
Asbestos inspection
Termly Visual H & S inspection
Establishment Hands Service Inspection
PAT testing
Fixed appliance electrical testing
Extraction fans maintenance
Prioritised programme of risk assessment
Boiler room annual inspection
Gulley's and Gutters checked and cleaned
Pest control
Sports and Gym equipment maintenance
Fire equipment inspection
Stage equipment / lighting inspection
Lightning conductor inspection
Rain water harvesting inspection
Lift inspection / service
Gas inspection / servicing
Security arrangements inspection
Mechanical door opening devices
LOLAR equipment

The person responsible for investigating accidents is:

The person responsible for investigating work-related causes of sickness absences is:

The person responsible for acting on investigation findings to prevent a recurrence is:

ARRANGEMENTS

ASBESTOS RISK MANAGEMENT

The Responsible Officer for asbestos management is:

The Asbestos Risk Management file is kept in:

Site plans showing the location of asbestos containing materials (ACM's) are kept in:

Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:

Asbestos risk assessments will be undertaken by:

Visual inspections of the condition of ACM's will be undertaken by:

Records of the above inspections will be kept in:

ARRANGEMENTS

LEGIONELLOSIS MINIMISATION

The two 'Nominated Persons' for Water Management at the premises are:

Risk assessments detailing on-site tasks for the minimisation of *Legionellosis* risk are kept in:

The person responsible for carrying out the on-site tasks set out in the above assessments is:

Record showing that the above on-site tasks have been undertaken are kept in:

ARRANGEMENTS

WORK AT HEIGHT

All work at height in the establishment must be authorised by:

Risk assessments for working at height are to be completed by:

Equipment used for work at height is to be checked by and records kept in:

ARRANGEMENTS

EDUCATIONAL VISITS

Off-site educational visits must be authorised by:

The Educational Visits Co-ordinator(s) is/are:

Risk assessments for off-site visits are to be completed by:

NYCC Policy, Procedures & Guidance for Educational Visits are kept in:

Details of off-site activities are to be logged onto Evolve by:

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:

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Escape routes are checked by/every:

--	--

Fire extinguishers are maintained and checked by/every:

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Alarms are tested by/every:

--	--

Emergency evacuation will be tested:

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APPENDICES

List here any other policies relevant to health and safety e.g. *Medicines Policy, Educational Visits Policy etc. for example:*

CYPS Policy and Guidance Handbook
Emergency Response Guide
Safeguarding Policy
Safeguarding Audit
Lockdown Procedure
Disaster Recovery Procedure
Educational Visits Policy
Display Screen Equipment Procedure
Emergency Procedures
Events Procedure
Fire Safety Procedure
First Aid and Medicines Procedures
First Aid at Work Procedure
Intimate Care Procedure
Laptop and Tablet Procedure
Lettings Procedure
Lone Working Procedure
Midday Supervisor Procedure
Missing Child Procedure
Snow and Ice Procedure
Gritting Plan
Use of Chemicals at Work Procedure
Use of Sunscreens Procedure
Working at Height Procedure