

Sola Fide C of E Multi Academy Trust Health and Safety Policy

Date Issued: September 2017
Review Date: March 2019
Approved by: Board of Directors
Approval Date: 28th March 2019

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the Sola Fide CE Multi Academy Trust Data Protection Policy.

Title	Health and Safety Policy
Aim	To provide a consistent policy position on health and safety

Policy Statement

The Sola Fide Trust Board fully recognise and accept our duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and associated legislation.

This policy identifies the essential elements of our Health and Safety management system and details the commitment the Trust Board has for maintaining and improving the health and safety of our staff, and others who may be affected by our activities. So far as is reasonably practicable, we will provide a safe and healthy work environment that meets statutory requirements.

Our employees are our key resource and it is crucial that risks to their health and safety are properly controlled through an effective health and safety management system. We expect staff, pupils, visitors, contractors, and other employers to share this commitment by complying with our policies and procedures and to understand that they also have a legal and moral obligation to themselves and to others.

We believe that good health and safety management is an important and integral part of any employer's social and corporate responsibility. The avoidance of significant risk to the health or safety of people is a key business priority.

To do this effectively we will take a systematic approach to identifying risks and ensuring that resources are allocated proportionally to manage them. We require each academy to examine their own work activities and make suitable and sufficient assessments of any health and safety risks. These assessments will determine academy priorities and set objectives for eliminating hazards, reducing risks and achieving a progressive reduction in injury, work related ill-health and other types of loss.

The Trust Board recognises the importance that strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents, accidents and work related ill health. We are committed to improving health and safety performance and this policy will provide the framework for this goal to be achieved. The Trust Board values the important contribution that staff and appointed safety representatives make in improving health and safety. A partnership approach to managing health and safety is crucial to enable the Trust Board to meet its objectives for maintaining and improving health and safety performance.

Health and Safety at Work legislation places a responsibility on all employers to ensure the health, safety and welfare at work of all employees, and on all employees to take reasonable care of their own safety. Teaching staff have a responsibility in loco parentis for the safety of children in their care.

The Trust Board accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the Trust's premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

It is the aim of the Trust Board, Academy Leadership Group and Advocate Teams, 'To provide a safe and healthy working and learning environment for staff, pupils and visitors'.

The arrangements outlined in this Policy and the various other safety provisions made by the Trust Board and Academy Leadership Group cannot prevent accidents or ensure safe and healthy working conditions. The Trust Board believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Trust Board, Academy Leadership Group and Advocate Teams will take all reasonable steps to identify and reduce hazards within its control to a minimum. However, all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the academy premises or whilst taking part in academy-sponsored activities.

The Chief Executive Officer makes this statement on behalf of Sola Fide Trust Board, as the employer, and takes primary responsibility for the setting of standards to ensure the health and safety of all employees and others who may be affected by our activities.

Organisation

Overall accountability for health and safety lies with the employer of the members of staff in the academy. However, day-to-day running of each academy including responsibility for the health and safety of staff and pupils is delegated to the Principal and academy management team. They have a key role in making sure risks are managed effectively on site.

Sensible and effective management of health and safety relies on every member of the management team making sure risk is managed responsibly and proportionately. Good communication by all parties is critical to getting this right.

Health and safety representatives and safety committees also play a valuable role in contributing to the development of a positive health and safety culture.

Sola Fide Trust Board

As the employer the Trust is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is **reasonably practicable**.

Health and safety functions are delegated to members of staff in each academy to fulfill on behalf of the employer. However overall legal accountability for the health and safety of employees and others cannot be delegated and remains the responsibility of the employer.

As the employer the Trust will:

- Put in place sensible approaches to health and safety, with clear policies that focus on the real risks.
- Implement arrangements that manage the risks to staff, pupils and visitors who may be affected by school activities.
- Tell employees about the real and significant risks in the school and the precautions they need to take to manage them (refer to arrangements section).
- Make sure employees have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice.
- Check that control measures have been implemented and remain appropriate and effective.

Advocate Teams

- Take reasonable steps to make sure that the academy is following the employer's policy and procedures e.g. through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Principal and senior management team to support sensible health and safety management and to challenge as appropriate.

Principal / Head Teachers

Principals and each academy leadership group have considerable autonomy in the day-to-day running of their establishment. It is important that they exercise this autonomy in line with the Trusts policies, procedures and standards.

The Principal must;

- Ensure that the academy is following the Trust health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, Advocates, and the academy workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

Other School Leaders

The School Administrator/Business Manager, Business Leader, Bursar or Site Manager take on the lead for health and safety on site. They often provide the focal point for the academies health and safety management arrangements. Their academy wide roles may include:

- management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site specific risks and overseeing their activities on site;
- ensuring staff and visitors are aware of the on-site procedures and the precautions to follow accident and incident reporting;
- implementation, monitoring and review of training procedures;
- preparation of reports and returns for the school leadership team.

Note – As the requirements / and skill sets are different in each academy, specific roles and responsibilities must be identified at academy level and documented in the 'Organisation Section' of their Health and Safety Policy.

Heads of Departments / Teachers

Have expertise in their topic areas and are in the best position to advise or lead on the arrangements for assessing and managing risk in their department / classrooms. Academies may appoint a subject specialist or other nominated lead to take a primary role in providing support across the academies range of activities.

Nominated health and safety leads should:

- have sufficient authority to take the lead responsibility for health and safety
- have time, resource and competence to fulfill the role

Staff

All of the academy workforce play an important part in sensible health and safety management in academies. Staff involvement make a vital contribution towards achieving safer and healthier workplaces, and help develop sensible rather than over cautious approaches.

Staff must;

- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Be familiar with the academies health and safety policy
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- Cooperate with the Principal and Sola Fide Trust Board, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Raise health and safety concerns in line with local arrangements.