



# HEALTH & SAFETY POLICY

June 2018-20

Passmores Co-operative Learning Community

# PASSMORES COOPERATIVE LEARNING COMMUNITY TRUST HEALTH AND SAFETY POLICY

(Amended and reviewed: June 2018)

The Trust consists of the following academies:

Passmores (secondary)

Potter Street (primary)

Purford Green (primary)

The Downs (primary)

## THE PASSMORES COOPERATIVE LEARNING COMMUNITY TRUST STATEMENT OF INTENT

### The Trust's Statement of Intent

The following statement has been adopted by the Passmores Cooperative Learning Community Trust (**the Trust**). It sets out the health and safety objectives for the Passmores Cooperative Learning Community Trust's academies with the aim of ensuring best practice in the management of health and safety.

The **Passmores Cooperative Learning Community Trust** recognizes and accepts its responsibility for providing a safe and healthy environment for the staff employed in the headquarters and academies, for the students attending the academies and for visitors and contractors who come on to the premises.

The **Passmores Cooperative Learning Community Trust** will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other regulations, approved codes of practice, guidance, etc. made under this legislation. The **Passmores Cooperative Learning Community Trust** will ensure that appropriate policies are in place and kept up to date.

To this end, **Passmores Cooperative Learning Community Trust** will procure the services of appropriate health and safety consultants to advise the staff of its headquarters and its academies on all related matters and to provide its headquarters and its academies with up to date information in relation to its health and safety responsibilities. Any revision of this policy will be after appropriate consultation and negotiation.

The responsibility for the implementation of the Health and Safety Policy and sub-policies at individual academy level rests with the site manager and the Principal/ Head Teacher.

Each and every member of staff of **Passmores Cooperative Learning Community Trust** and its academies must recognise that, under the Health and Safety at Work etc. Act 1974, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Health and Safety at Work etc. Act 1974 and supporting legislation as well as under **Passmores Cooperative Learning Community Trust's** Health and Safety Policy.

The organisation and arrangements through which **Passmores Cooperative Learning Community Trust**, the academy Principal/ Head Teacher and staff aim to fulfil the requirements, are set out in the following policy and its appendices and sub-policies.

The **Passmores Cooperative Learning Community Trust** will ensure that sufficient resources are allocated by it and its academies to ensure, as far as is reasonably practicable, that employees, students, visitors and contractors are kept healthy and safe.

#### **The Passmores Cooperative Learning Community Trust:**

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities;
- Will assess risks to the health and safety of staff, pupils and others affected by the academy's actions
- Will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expects 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;
- Is committed to providing the necessary information, instruction, supervision and training to all employees and pupils where applicable;
- Acknowledges and actively supports 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 **(and/or the elected representatives of the staff)**;
- Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- Will set out full details of the organisation and arrangements for the management of health and safety in the Passmores Cooperative Learning Community in writing and communicate these to all employees.

The Trust will appoint a Trust Health and Safety Manager (HSM) who will be responsible for the health, safety, welfare and security arrangements and procedures in all the Trust's academies, and who will report directly to the Trust Board.

The HSM will liaise with each Principal/ Head Teacher (or the 'Responsible Person(s)' appointed by the Principal/ Head Teacher) to ensure as far as is reasonably practicable the health, safety, welfare and security of staff and pupils, and the health, safety and security of contractors and visitors to the academy.

The HSM in liaison with each academy Principal/ Head Teacher will develop local arrangements in the academy for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals (Responsible Persons).

**It is a requirement that all members of staff in each individual academy read the health and safety information in their staff induction pack, sign that they have done so and return to the HR Department.**

# Passmores Cooperative learning Community HEALTH AND SAFETY POLICY

## 1. General

1.1 The **Passmores Cooperative Learning Community Trust** is responsible for the overall Health and Safety Policy in all the academies in the Trust.

1.2 The **Passmores Cooperative Learning Community Trust** is required by paragraph 11 of the Education (Independent School Standards) Regulations 2014 (as came into force on 5<sup>th</sup> January 2015) to draw up and implement a written Health and Safety Policy for each of its academies.

## 2. The Academy Statement of Intent

2.1.1 **PCLC's Trust Board** has adopted the following statement of intent.

### 2.1.2 PCLC:

- Will take all reasonable steps to provide safe and healthy conditions for students, employees and others who may be affected by its activities;
- Will assess risks to the health and safety of staff, students, contractors, volunteers and visitors and others affected by the academy's actions;
- Will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- Will provide adequate resources to implement this policy including access to support from health and safety **competent persons**. Where necessary external specialist advice and assistance will be obtained;
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively;
- Expects all employees and students 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;
- Is committed to providing the necessary information, instruction, supervision and training to all employees and students where applicable;
- Acknowledges and actively supports 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 (AND/OR THE ELECTED REPRESENTATIVES OF THE STAFF); Staff representatives will be given time off for training and carrying out reviews of Health and safety operations.
- Is committed to regular evaluation and review of its Health and Safety Policy (at least every two years) to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation, incidents and other changing circumstances; and
- Will set out full details of the organisation and arrangements for the management of health and safety in PCLC in writing and communicate these to all employees, volunteers and contractors.

2.1.3 **The Trust Board** and Principal/ Head Teacher are responsible for the local implementation of the Health and Safety Policy and for the arrangements and procedures which will ensure as far as is reasonably practicable the health, safety, welfare and security of staff and students and the health, safety and security of contactors and visitors to the academy. The Local Governing Body will monitor these procedures.

2.1.4 **The Trust Board** will develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures under:

- The overall supervision of the Principal/ Head Teacher; and
- Within the overall **Passmores Cooperative Learning Community Trust** statement of intent and Health and Safety Policy.

2.1.5 The **Trust Board** and Principal/ Head Teacher in determining the Health and Safety Policy and sub-policies will have regard to any statutory and non-statutory government guidance.

## 2.1 Definition of 'Competent'

2.1.1 Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone's competence.

2.1.2 The definition of a '**competent person**' is the person who has responsibility for advising the Principal/ Head Teacher and other senior managers in the discharge of their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation and for liaising with **Passmores Cooperative Learning Community Trust** and local health and safety officers and enforcement officers (such as HM Inspectors of the Health and Safety Executive (HSE) and fire and civil defence fire officers).

## 3. Aims

3.1 **PCLC** aims to ensure that so far as is reasonably practicable:

- All employees are safeguarded in respect of health, safety and welfare whilst at work;
- Safe systems and effective procedures are in place to protect the health, safety, security and welfare of pupils, and the health, safety and security of visitors to the academy, including parents, contractors and their employees and members of the public affected by the work of academy;
- Arrangements are in place in the academy to ensure that no work is carried out by the academy or by contractors that is liable to expose employees, students, visitors or members of the public to hazards to health and safety unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been put in place;
- Procedures are in place to enable all contractors to demonstrate that they have suitable risk assessments in place and arrangements for securing proper health and safety of employees and anyone on the academy site affected by their work;
- Procedures are in place to deal with emergencies;
- Senior leadership team (SLT) managers in the academy are suitably trained;
- All persons responsible for health, safety, security and welfare (Responsible Persons) in academy are suitably trained;
- Sufficient resources are provided as far as is reasonably practicable to enable suitable and sufficient safeguards to be put in place for ensuring as far as is reasonably practicable the health and safety of anyone on the academy site or outside the academy if engaged in academy business; and
- Sufficient funds are provided as far as is reasonably practicable for the appropriate training of Responsible Persons, or other relevant staff, in health and safety systems and safeguards.

## 4. Objectives

4.1 PCLC's objectives, working under the direction of the Trust's HSM, will be to:

- Have regard to the Trust Statement of Intent and Aims, and the provisions of this policy;
- Establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- Ensure that procedures are in place to deal with emergencies;
- Ensure that all departments (and areas of management) in the academy have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils, contractors, volunteers and visitors in their departments;
- Ensure that sufficient and suitable training and information is provided to staff to ensure as far as is reasonably practicable the health and safety at work of all employees and pupils;
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and students;
- Ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, pupils or visitors or the public, and where necessary appropriate training will be given;
- Ensure the provision of means of access and egress which are safe and without risks to health;
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- Ensure that the academy develop, produce and maintain up to date fire safety procedures and documentation and that all employees and pupils (and as far as is practicable, visitors) are familiar with them;
- Develop safety awareness among all employees and pupils and to promote individual responsibility for health and safety at all levels of staff and pupils;
- Ensure that the health, safety and welfare of all employees, pupils, contractors, volunteers and visitors are under continuous and reasonable review by managers at all levels;
- Appoint a competent 'responsible person or persons' as the academy's Health and Safety Manager to oversee the implementation of the Trust's general health and safety policies and procedures and management system, or to be responsible for specific policies and procedures;
- Ensure that the academy has a Health and Safety Committee, which has a clear brief in line with this policy, meets annually, and reports to the HSM and the relevant Principal/ Head Teacher;
- Appoint a member of the academy's Board to be the academy's health and safety representative;
- Provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- Conduct an annual Health and Safety Review as directed by the Board, and make reports as directed by **the Trust** on the implementation of its health and safety policies and procedures.

## 5. Responsibilities

5.1 This policy is largely dependent upon the total co-operation of every person who works in the academy. Passmores Cooperative Learning Community Trust expects all employees to co-operate in ensuring the health and safety of all staff, students, contractors, volunteers and visitors.

### 5.2 The Trust Board:

The Trust Board has a collective responsibility for health and safety, rather than individual responsibility. Trustees must take "reasonable steps" to ensure staff and pupils are not exposed to risks to their health and safety by making sure PCLC schools meet their legal requirements. The Trustees may decide to delegate some of their monitoring responsibilities to either the Local Governing Bodies or Trust Health & Safety Committee, but will retain overarching responsibility for Health & Safety.

The Trust Board:

- Will make, develop, monitor and review appropriate health, safety, welfare and security policies and procedures;
- Will ensure that health and safety procedures across the Trust are in line with this Health and Safety policy and the Statement of Intent;
- Will ensure each academy has in place policy and procedures that are fit for purpose and that each academy reviews this annually. The overarching Health and Safety policy covers the whole Trust. However, academies may implement their own policies for specific areas as appropriate with the approval of the Trust Board;
- Will ensure that each **Local Governing Body and the Trust Health & Safety Committee** knows and understands its responsibilities by providing each governor with a copy of this policy.
- Will set up and maintain a Passmores Cooperative Learning Community Trust Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997 and the Health and Safety (Consultation with Employees) Regulations 1996;
- Will appoint a competent person (or persons) as the Trust Health and Safety Manager (HSM) and ensure that he/she is appropriately trained, and will ensure that the Principal/ Head Teacher of each academy liaises with the HSM in order to achieve the aims of the Trust;
- Will ensure that each academy appoints suitable 'Responsible Persons' for health, safety, welfare and security, who will be responsible to the Principal/ Head Teacher and will work under the general direction of the Trust HSM;
- May appoint a member of the Board to be responsible for liaison on Health and Safety issues with each academy, and who will also sit on the Passmores Cooperative Learning Community Trust Health and Safety Committee;
- Will ensure that an appropriate management system is used by each academy to prompt and record the carrying out of necessary health, safety and security tasks in line with policies;
- Will ensure that appropriate standards of welfare are established and maintained for staff, pupils and visitors, and that there are procedures in place for dealing with emergencies;
- Will ensure that staff are trained in health and safety as appropriate;
- Will provide adequate resources and funds to enable the Health and Safety Policy to be implemented;
- Will ensure that contracts for health and safety work and equipment are appropriate and that contractors working for the Trust are properly appointed and managed;
- Will monitor the implementation of health and safety procedures through the Trust's health and safety management system, and ensure that it is used effectively in the academies;
- Will receive and consider a termly report from each academy on the progress of the health and safety policies and procedures, and an Annual Status Review from the Principal/ Head Teacher (or representative); and

- Will resolve any dispute between the Trust HSM and any of the academies.

### 5.3 Passmores Cooperative Learning Community Trust's Health and Safety Committee

5.3.1 The Committee will consist of **at least** the HSM, the Principal/ Head Teacher (or his/her nominee) from each academy, a nominated governor for health and safety and **three** members elected by the academies' members of trade unions (or 'elected by the staff. **The Board will have to decide its approach to this important decision.**)

5.3.2 The Committee will meet at least **once each year** and will report to the Board and each academy Principal/ Head Teacher.

5.3.3 Three members present will form a quorum.

5.3.4 The Committee may determine its own Chair and proceedings, in line with any Passmores Cooperative Learning Community Trust policy on this.

5.3.4 The Committee may invite other members of staff (**and pupils**) to attend a committee meeting for specific agenda items.

5.3.5 Function of the Passmores Cooperative Learning Community Trust Health and Safety Committee

This **Trust Health & Safety** committee will:

- Take into account the Trust's Statement of Intent, aims and objectives and policies;
- Make and review specific health, safety, welfare and security arrangements across the Trust;
- Consider accident, incident and ill health records and statistics;
- Consider reports of any internal and external inspections;
- Consider risk assessment and the management of risks;
- Make recommendations on health and safety training throughout the Passmores Cooperative Learning Community Trust's academies;
- Consider the efficacy of emergency procedures in the academies;
- Consider any changes that affect health and safety in any Trust academy;
- Receive and consider an Annual Health and Safety Status Review from the HSM and determine any necessary response which will be passed to the Trust Board for its consideration;
- Consider any other items raised by management or the staff representatives; and
- Report as required to **the Trust Board**.

## **5.4 The Trust Health and Safety Committee**

5.4.1 The Passmores Cooperative Learning Community Trust Board will consider any health and safety, welfare and security items brought to it by the Trust Health and Safety Committee and/or the Trust HSM, and any items brought to it by the Principal/ Head Teacher and/or members of staff of the academy.

5.4.2 The committee may make recommendations to the HSM and/or the academy Principal/ Head Teacher as appropriate.

5.4.3 It is the duty of the HSM in co-operation with the appropriate 'Responsible Person' in the academy and/or the Principal/ Head Teacher to ensure that issues are dealt with appropriately and speedily.

## **5.5. Trust member Designated by the Trust Board to be the Board representative for Health and Safety**

5.5.1 If the Trust determines to designate one of its Trustees as the Trust representative for health and safety, this person will be responsible for:

- Liaising with the Principal/ Head Teacher and the HSM between meetings of the Trust to ensure that the Passmores Cooperative Learning Community Trust policies are carried out;
- Ensuring that proper oversight of any contract with contractors is maintained;
- Participating in a site inspection at least once a year;
- Participating in the working of the Trust Health and Safety Committee;
- Overseeing the use of the health and safety management system in the Passmores Cooperative Learning Community academies;
- Ensuring that an annual status review of health and safety arrangements in the academy takes place;
- Resolving any disputes between an academy and the HSM and reporting the action taken to the next Board meeting; and
- Reporting as appropriate to the Board.

## **5.6 The Academy Principal/ Head Teacher**

5.6.1 The **Principal/ Head Teacher** (or, when absent, a nominated Vice Principal/ Head Teacher) will be responsible for the overall implementation of the Health and Safety Policy in the academy.

5.6.2 The Principal/ Head Teacher is expected to show leadership in health and safety matters, and is responsible for:

- Liaising with the Trust's Health and Safety Manager (HSM) to ensure as far as is reasonably practicable the health, safety and welfare of staff, pupils, visitors and any other person using the premises;
- Appointing suitable 'Responsible Persons' for health, safety, welfare and security (including the efficient completion of the Handsam Health and Safety management system), who will be responsible to the Principal/ Head Teacher and who will work under the general direction of the Trust HSM;
- Liaising with the HSM and relevant staff to ensure that appropriate emergency procedures are in place;

- Ensuring that staff are consulted appropriately on issues that affect them;
- Making and implementing a pupil behaviour policy (including a policy on Searching Pupils and Confiscating Pupils' Property) that will ensure as far as is reasonably practicable the health and safety, welfare and security of pupils on site and when engaged in Passmores Cooperative Learning Community activities off-site;
- Arranging for appropriate supervision of pupils;
- Appointing members of the academy management team to the academy Health and Safety Committee;
- Directing that health, safety and security issues are put on the agenda of all appropriate meetings throughout the Passmores Cooperative Learning Community, and in liaison with the Trust HSM ensuring that issues are dealt with appropriately;
- Determining in consultation with the HSM what risk assessments need to be made, and which risk assessments should be considered exceptional and be written, taking into account the government's advice. (See section 8.5);
- Ensuring in liaison with the Trust HSM that the health and safety training needs are identified, and appropriate training provided in the academy;
- Encouraging staff, pupils and others to promote Health and Safety and to suggest ways of reducing risks;
- Ensuring in liaison with the Trust HSM that an annual review of health and safety in the academy takes place and that issues are dealt with appropriately and speedily;
- Ensuring in liaison with the Trust HSM that the Handsam health and safety management system is used effectively by relevant users, overseen by a Responsible Person;
- Ensuring that parents are kept informed on any health and safety issues and enlisting their support as appropriate;
- Ensuring that an annual Health and Safety, Welfare and Security Review is carried out in the academy and reported to the Trust;
- Keeping the Passmores Cooperative Learning Community Trust informed of the progress of the implementation of the policy, and informed about changes to the law and guidance.

## **5.7 The Trust Health and Safety Manager (HSM)**

**The responsibilities of the HSM may be discharged by a team of competent persons rather than a single individual.**

5.7.1 The Trust HSM will be a suitably qualified and 'competent person' (as defined below in para 5.7.2) responsible to the Trust for:

- Ensuring, in liaison with the Principal/ Head Teacher of each academy, that the Passmores Cooperative Learning Community Trust health safety, welfare and security policies and directives are implemented in the Trust's academies;
- Ensuring with each academy's 'Responsible Person' that the Passmores Cooperative Learning Community Trust's Health and Safety Policy and systems are implemented, and that appropriate emergency procedures are in place at each academy;
- Participating (as relevant) in the appointment of appropriate 'Responsible Persons' in each academy and ensuring that 'Responsible Persons' are suitably trained and supported;
- Overseeing the efficient use in each academy of the Handsam Health and Safety Management System to prompt and record the proper discharge of all necessary relevant tasks.
- Ensuring that relevant staff in each academy are trained to operate the Handsam Health and Safety Management System;
- Participating in the work of the Trust Health and Safety Committee, and the academy committees, and ensuring that issues are dealt with appropriately and speedily;

- Reporting promptly to the academy Principal/ Head Teachers on any health and safety issues;
- Ensuring that suitable and sufficient risk assessments are carried out, and appropriate controls are implemented;
- Determining which risk assessments should be considered exceptional and be written, taking into account the government's advice (see section 8.5) and after consultation with the academy Principal/ Head Teachers, and ensuring that appropriate steps are taken to manage any risks identified;
- Liaising as appropriate with the Board's designated representative with health and safety responsibility;
- Maintaining a suitable system in place for reporting accidents, near misses, and concerns about staff or pupil welfare;
- Liaising with any contractors and making reports to the academy Principal/ Head Teacher on the progress of the contractual requirements;
- Engaging external Health and Safety experts as appropriate, receiving their reports and taking any necessary action;
- Meeting with staff Health and Safety representatives;
- Ensuring that teaching, administrative, catering, and all ancillary staff are aware of aspects of the health and safety policy that affect them;
- Ensuring that contractors and persons hiring any part of the premises are aware of the Passmores Cooperative Learning Community Trust policy;
- Checking that all necessary safety signs and notices are displayed;
- Ensuring that instructions relating to specific areas are displayed and known and understood by all users;
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that fire drills are carried out at least once each term and recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the Trust's Fire Safety Policy;
- Putting in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety policy as appropriate;
- Compiling, in co-operation with each academy Principal/ Head Teacher, the Annual Health and Safety Status Review for the academy;
- Keeping the Board and each Principal/ Head Teacher and relevant staff up-to-date with any changes in the law, regulation and guidance;
- Making progress reports, as required by the Board, and presenting an annual health, safety and security Status Review to the Passmores Cooperative Learning Community Trust Board;
- Advising the Board and academies, as appropriate, on all Health and Safety matters (including safety of buildings, plant and equipment used and operated by the Passmores Cooperative Learning Community Trust);

## **5.8 Staff Responsible for Health and Safety Issues in each academy ('Responsible Persons')**

The staff in each academy who have any responsibility for one or more health, safety, welfare or security issues will be known, for health and safety purposes, as 'Responsible Persons'.

They will be appropriately trained and will be under the day-to-day direction of the Trust HSM, but responsible to the academy Principal/ Head Teacher for the internal management of the Trust policies.

5.8.1. In order to discharge their health and safety responsibility, Responsible Persons will:

- Familiarise themselves with the Passmores Cooperative Learning Community Trust's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of the academy Health and Safety Committee;
- Use the Handsam Health and Safety Management System appropriately to record completion of the relevant tasks;
- Make and regularly review a Departmental/Area Health and Safety Policy (see the template for a Departmental policy at Appendix 1 of this policy);
- Set up and implement safe methods of work;
- Ensure that the academy's Pupil Behaviour Policy is implemented within the department/team/area as appropriate;
- Apply effectively all relevant health and safety regulations, rules, policies, procedures and codes of practice;
- Train all staff, pupils and others under their jurisdiction in safe working practices;
- Carry out regular safety inspections of their areas and keep records of those inspections;
- Ensure in cooperation with the Trust HSM that risk assessments are carried out on any relevant risk and effective measures are taken to manage those risks;
- Ensure that all plant machinery and equipment is adequately guarded, is in good and safe working order, and that all reasonably practicable steps are taken to prevent unauthorised or improper use;
- Make available appropriate protective clothing and equipment, first aid and fire appliances;
- Ensure that all necessary safety signs and notices are displayed;
- Ensure that, where appropriate, instructions relating to specific areas are displayed and known and understood by all users;
- Ensure that all staff and pupils and visitors in their areas know the emergency evacuation procedures;
- Ensure that toxic hazardous and highly flammable substances are correctly used stored and labelled;
- Provide appropriate health and safety information to relevant persons;
- Report any Health and Safety concerns to the HSM;
- Participate in the work of the Health and Safety Committee if required to do so; and
- Assist the HSM in compiling an annual status review.

## 5.9 Site Manager

The Site Manager is responsible to the Trust HSM for:

- Implementing the appropriate Passmores Cooperative Learning Community Trust policies and procedures;
- Maintaining an appropriate cleaning schedule;
- Ensuring that site staff are competent to carry out their responsibilities;
- Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- Taking appropriate action where necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around open manhole covers;
- Ensuring that other site and cleaning staff are adequately supervised;
- Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the use of the equipment;
- Ensuring that all site and cleaning staff work in accordance with safe working practices issued by the Passmores Cooperative Learning Community Trust.

## **5.10 Head Cook/Catering Manager (if a Passmores Cooperative Learning Community Trust employee)**

5.10.1 Where an academy in the Trust manages its own catering facilities, the Head Cook/Catering Manager, in addition to the above, will also be responsible for:

- Implementing the relevant Passmores Cooperative Learning Community Trust policies;
- Applying the appropriate isolation procedures in the event of fire and emergency evacuation of kitchen and dining room areas;
- Supervising and training staff appropriately;
- Training and instructing all catering staff in the emergency procedures;
- Carrying out regular reviews of the procedures and informing the HSM of any issues of concern;
- Recording results of the monitoring and review of procedures;
- Ensuring that all catering staff have opportunities for raising concerns about Health and Safety issues; and
- Assisting with the making of the annual status review.

5.10.2 Where the Passmores Cooperative Learning Community Trust academy contracts out the catering arrangements, the HSM will ensure that the above responsibilities are fulfilled as part of the contract: the contract will set out the Head Cook/Catering Manager's responsibilities, and the contactor's responsibilities.

## **5.11 All Members of Staff have a duty to:**

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, pupils in their care, and any other persons who may be affected by their actions;
- Understand and use the Trust's reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the Trust's health and safety policies;
- Observe all health and safety rules and procedures set out by the Trust and use all health and safety equipment provided;
- Participate in assessing risks and the management of identified risks;
- Follow all relevant codes of safe working practice and local rules;
- Alert the HSM or departmental/area 'Responsible Persons' as appropriate to any potential hazard noticed;
- Report (through the Trust's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- Ensure that pupils' behaviour is regulated in accordance with the academy's Pupil Behaviour Policy;
- Report any unsafe working practices to the Site Manager, or other appropriate person;
- Report any concerns they may have about the health, safety and welfare of any pupil in their charge in line with the academy's 'Safeguarding Pupils' procedures;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that no pupil is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;

- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the Handsam Health and Safety Management System where relevant;
- Participate in any relevant paid training; and
- Read the health and safety information in their staff induction pack, sign that they have done so and return to the HR Department.

5.11.1 All staff have a right to raise health and safety issues of concern at any time but in particular at formal meetings in their departments. Staff also have the right to elect staff representatives to participate in the academy Health and Safety Committee and to raise health and safety issues with the Principal/ Head Teacher and/or the HSM on behalf of the staff.

5.11.2 All employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Principal/ Head Teacher as appropriate.

5.11.3 The Passmores Cooperative Learning Community Trust recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common sense decisions about risk assessment and control measures.

5.11.4 The Passmores Cooperative Learning Community Trust expects all academy staff to follow the government's advice that school staff should follow health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate, they should discuss this with the HSM in the first instance and request that it is reviewed. If the dispute is with the HSM, the member of staff could ask the Board's designated representative to resolve the matter.

## **5.12 Staff Safety Representative**

5.12.1 Trade Union representatives (**OR Staff Health and Safety Representatives**) have the right to:

- Investigate potential hazards and to examine the causes of accidents in the workplace;
- Investigate complaints by any employee they represent relating to that employees health and safety or welfare at work;
- Make representations to the Principal/ Head Teacher and the HSM, as appropriate, on general matters affecting the health, safety and welfare of employees;
- Participate as an elected union representative in the work of the Passmores Cooperative Learning Community Trust's Health and Safety Committee, and/or the academy committee;
- Carry out workplace health, safety and welfare inspections; and
- Have paid time off to carry out their functions and to receive health and safety training.

5.12.2 None of the above functions given to a health and safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## **5.13 School Nurse**

A nurse from the local G.P. Surgery is responsible for:

- Notifying the staff when a child has been identified as having a medical condition who will require support in the academy;

- Collating information provided by parents and professionals;
- Drawing up any student healthcare plans;
- Ensuring that students with medical conditions are properly supported in the academy, including supporting staff on implementing a child's health plan;
- Liaising with lead clinicians on appropriate support for the child and associated staff training needs;
- Liaising with staff, parents and professionals to provide suitable healthcare plans;
- Administering all prescribed medication and any necessary non-prescription medicine and ensuring safe storage in accordance with the Trust Board policy;
- Working with the Principal/ Head Teacher to determine the training needs of academy staff and agreeing with the Principal/ Head Teacher who would be best placed to provide the training;
- Confirming to the Principal/ Head Teacher that academy staff are proficient to undertake healthcare procedures and administer medicines;
- Ensuring that appropriate records are kept and are accessible; and
- Reporting as required to the Principal/ Head Teacher (or Principal/ Head Teacher's representative).

#### **5.14 Confirmation that the policy has been read and understood.**

5.14.1 Under arrangements made by the HSM, all employees will sign the Passmores Cooperative Learning Community Trust logbook to indicate that they have read and understood this policy and the sub-policies and their responsibilities.

5.14.2 Under arrangements made by the HSM, other staff without health and safety management responsibilities will sign the Department/Team/area logbook to indicate that they have read and understood the policy and their personal responsibilities.

## **6. Consultation**

### **6.1 Staff**

6.1.1 The Principal/ Head Teacher of each academy will consult safety representatives of staff unions recognised by Passmores Cooperative Learning Community Trust and any staff representatives elected to represent staff who are not members of recognised unions.

6.1.2 Staff interests will also be represented on each academy's Health and Safety Committee.

6.1.3 Health and safety will be a standing item on the agendas of all departments/areas, pastoral groups, and any formal management meetings in the Passmores Cooperative Learning Community Trust. Any points raised will be duly minuted and reported promptly to the HSM.

6.1.4 The HSM will determine whether the issue should be reported to the Principal/ Head Teacher and/or the Trust Board.

## 6.2 Pupils and Parents

6.2.1 Pupils also play a part in overall Health and Safety and welfare of the Passmores Cooperative Learning Community Trust academies, and will be encouraged to discuss health and safety issues at year and Passmores Cooperative Learning Community Pupil Council meetings, and raise any concerns, which will be reported to the HSM.

6.2.2 The Board, or each academy Principal/ Head Teacher, may decide to involve pupils further in the management of health, safety, welfare and security.

6.2.3 Parents may also be consulted on issues that they may be expected to have views and concerns on (e.g. security; safeguarding of pupils; road safety).

6.2.4 The Board may determine the amount and manner of the consultation, or may delegate the decision to each Principal/ Head Teacher.

## 7. Organisation

### 7.1 Structure

- **The Trust Board** as the employer has overall responsibility for the policies and procedures in the Passmores Cooperative Learning Community Trust's academies. The Board may appoint a representative with delegated powers to carry out the Board's functions between meetings;
- **The Trust's Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the Passmores Cooperative Learning Community Trust academies;
- **The Principal/ Head Teacher of each academy** will liaise with the Trust's Health and Safety Manager (HSM) to ensure as far as is reasonably practicable the health, safety and welfare of staff, pupils, visitors and any other person using the premises;
- **The HSM** has the responsibility for ensuring, in liaison with the Principal/ Head Teacher of each academy, that the Passmores Cooperative Learning Community Trust health, safety, welfare and security policies and directives are implemented by 'responsible persons' in the Trust's academies,
- **Responsible Persons** will carry out the day-to-day internal management of health, safety, welfare and security in each academy under the direction of the Trust HSM, but responsible to the academy Principal/ Head Teacher for the internal management of the Trust policies.
- Regular (at least termly) **department/area/team meetings** will be held, with reports going to the HSM;
- **Union Safety Representatives** have the right to participate in the academy's Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Principal/ Head Teacher;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the academy's Health and Safety Committee and to discuss health and safety issues with the HSM and/or Principal/ Head Teacher; and
- If agreed by the Trust Board or the academy Principal/ Head Teacher, the **Pupil Council** may play a role in the health and safety organisation.

## 8. Risk Assessment

8.1 All members of staff in charge of a departmental 'safety areas' are responsible for ensuring that risks are identified and appropriate assessments and control measures are made. Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

8.2 The Passmores Cooperative Learning Community Trust will determine its own risk assessment pro forma, which must be used by all staff or other designated persons. Completed assessments must be sent to the HSM and retained on the health and safety management system, and made accessible to all relevant staff. Relevant staff will be provided with training on the health and safety management system.

8.3 Risk assessments must be reviewed regularly and at least once a year with a view to ensuring that the control measures have been effective. If any incident arises, the risk assessment will be revisited immediately and any improvements needed will be made.

8.4 The HSM, in collaboration with the Responsible Persons of each academy, will ensure that suitable and sufficient risk assessments are carried out, and determine which can be done locally or at Passmores Cooperative Learning Community Trust level and which by any other outside contractors. The HSM has the discretion to seek advice on appropriate delegation, and will report the reasons and response to the Principal/ Head Teacher.

8.5 The government's current advice is that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Principal/ Head Teacher (in liaison with the HSM) determines that a written risk assessment must be carried out, the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable.

8.6 The government advises that some activities, especially those happening away from the academy, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out. The Principal/ Head Teacher (in liaison with the HSM) should ensure that the person assigned with the assessment task understands the risks and is familiar with the activity that is planned. Where a risk assessment is carried out the Principal/ Head Teacher must ensure that the significant findings of the assessment are recorded. See DfE guidance [Health and Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies](#).

## 9. Security

9.1 The Trust and the academies will take note of the requirements of the Trust's Security and Safety of Premises Policy and adapt it to suit the particular situation of each academy.

9.2 The Trust's Security and Safety of Premises Policy and arrangements for the relevant areas are contained in the Passmores Cooperative Learning Community Trust Handbook, available in each academy.

The security arrangements will cover as relevant:

- The site;
- The buildings;
- Notices;
- Control of visitors to the academy;
- Locks and keys;
- Out-of-bounds areas;
- Dealing with trespassers;
- Security of staff and pupil property;
- Vehicles and cycles;
- Movement around the site and buildings;
- Transport and pedestrians arriving at the academy in the morning and leaving in the afternoon; and
- Responsibilities for security aspects.

## 10. Health and Safety Management Arrangements

10.1 The Passmores Cooperative Learning Community Trust and its academies will use an appropriate system of health and safety management. All relevant staff will be trained in its use. Currently this is the Handsam Health and Safety Management System.

10.2 The HSM will be responsible overall for the health and safety management system, the training of academy staff, and the timely completion of the requirements of the system.

10.3 A Responsible Person will ensure that the Handsam Health and Safety Management system is completed and up-to-date. The HSM will check the completion.

10.4 The HSM will report regularly to each Principal/ Head Teacher and the Board on the progress of the annual cycle of health and safety management .

10.5 Staff with health and safety responsibilities will be responsible for completing tasks assigned to them and recording completion in the health and safety management records in the manner laid down by the Trust.

10.6 The Trust in liaison with each Principal/ Head Teacher will review individual responsibilities and ensure that there is appropriate training and support.

10.7 The Board will ensure that the Passmores Cooperative Learning Community Trust academies take reasonable steps to ensure that staff and pupils and others are not exposed to risks to their health and safety while on Passmores Cooperative Learning Community Trust premises or while on authorised activities outside the academies.

10.8 The Board will make arrangements to review the implementation of the Handsam management system from time to time to ensure that the system is used to ensure that the Passmores Cooperative Learning Community Trust complies with law and regulations.

10.79The Board will receive termly reports on the implementation of its health and safety policies and procedures in each academy, and will receive from the HSM an Annual Status Review on health, safety, welfare and security in the academies.

## 11. Training

11.1 The Passmores Cooperative Learning Community Trust will provide opportunities for all employees to have access to the information, instruction, supervision and training required to enable them to discharge their responsibilities safely and work in a safe environment.

11.2 All employees, volunteers, peripatetic staff etc., whether permanent or temporary, will undergo **induction training** which will include the following health & safety matters:

1. Emergency arrangements;
2. Fire and emergency evacuation drills;
3. First aid and administration of medicines arrangements;
4. Accident reporting;
5. Good housekeeping;
6. Codes of safe practice and guidance;
7. Health and safety information and Passmores Cooperative Learning Community Trust's arrangements;
8. Specific hazards/responsibilities associated with work activity; and
9. Special needs of pupils including pupils with disabilities (if required for the role).

Further training needs will be considered when employees transfer or take on new responsibilities or when there is a change in the work equipment or systems of work in use.

11.3 The HSM will identify with relevant 'Responsible Persons' (heads of departments/areas/teams) the appropriate health and safety training needs.

Staff who feel that they have a need for health and safety training of any kind should notify the HSM in writing.

11.4 The HSM will maintain records of individual employee training to ensure that training is up to date and appropriate for the duties undertaken. The recording of which will be shown on the health and safety management system. Where certificates of competence are required for potentially hazardous activities (e.g. woodworking machinery, swimming etc.), 'Responsible Persons' (heads of departments/areas/teams) are responsible for:

- Checking the validity of certificates;
- Arranging refresher training when necessary; and
- Keeping the HSM informed.

11.5 Responsibility for facilitating attendance and funding of training will be allocated according to the Passmores Cooperative Learning Community Trust's Continuing Professional Development (CPD) Policy.

## 12. Staff Involvement in the Management of Health and Safety

12.1 All staff will have access to a copy of the Passmores Cooperative Learning Community Trust statement of intent and the Health and Safety Policy and sub-policies and will sign the Passmores Cooperative Learning Community Trust's logbook to indicate that they have read and understood this policy and the sub-policies and their responsibilities. Passmores Cooperative Learning Community Trust recognises that time must be provided for this to be undertaken.

12.2 All relevant staff will be trained to use the Passmores Cooperative Learning Community Trust's Health and Safety management system.

12.3 The Trust undertakes to keep staff informed of any changes to the policy and procedures through the Health and Safety Committee, minutes, communications with line managers, staff bulletins, staff meetings and briefings and e-mail messages.

12.4 The Trust undertakes to provide extra training for staff where a need is identified.

12.5 The Trust HSM, in cooperation with each Principal/ Head Teacher, is responsible for prioritising training needs, and engaging appropriate trainers, involving external trainers where necessary.

### **13. Measuring Performance (The HSM will report four times a year to the Advisory board)**

13.1 The Passmores Cooperative Learning Community Trust will use an appropriate system to support relevant staff in carrying out their responsibilities for Health, Safety, Welfare and Security in their areas.

13.2 The HSM will ensure that the following are carried out as appropriate, using the Handsam Health and Safety Management System for recording purposes:

- Regular documented audits;
- Site inspections;
- Review of risk assessments and the subsequent control measures;
- Surveys by the Health and Safety Committee;
- Attendance at health and safety meetings;
- Information coming out of department meetings, and how it is dealt with;
- Results of any external reviews/investigations;
- Regular review of accidents/incidents/near misses and use of the information and experience gained from the review;
- A system of reviewing and developing improvement plans as identified; and
- Sharing experiences, findings and good practice inside the Passmores Cooperative Learning Community Trust academies.

### **14. Status Review**

14.1 The Trust HSM in collaboration with each academy will, at the end of each academic year (or as determined by the Board), draw up a health and safety status report on each of the Trust academies.

14.2 The review will draw off the information on the management system and will comprise:

- A statement of the number of uncompleted tasks on 31st July (or such other date as the Principal/ Head Teacher may identify);
- A review of the overall fulfilment of risk assessments and other health and safety tasks as recorded on the management system;
- A review of the overall decrease/increase in risks and reported incidents from the previous year;
- A review of the overall decrease/increase in accidents/incidents;
- Any other findings in the annual audit;
- Changes in the health and safety organisation, policy or structure;
- New processes and new technology introduced for health, safety and security;
- A reference to external influences: legislation/guidance/British Standards/auditors, reports; and

- Any proposals for improvements.

14.3 The HSM will ensure that copies of the Status Review will go to the Board, each Principal/ Head Teacher, and all union and staff representatives

## 15. Equal Opportunities

In making, reviewing and implementing this policy, the Trust's equal opportunities policies must be taken into account.

In particular, the Trust will ensure that reasonable adjustments are made to the premises and facilities to enable disabled staff, pupils and visitors to use the facilities and curriculum as far as is reasonably practicable. The Disability Accessibility Plan must be kept under review by each academy and implemented as appropriate, in order to ensure safe access for disabled staff, pupils and visitors.

## 18. Sub-policies

18.1 The attached sub-policies make up the overall Passmores Cooperative Learning Community Trust Health and Safety Policy to which each academy must have regard.

18.2 The Passmores Cooperative Learning Community Trust may decide from time to time to add additional sub-policies that are relevant to its situation and needs, after suitable consultation with the academies and academy staff.

18.3 Each academy will take into account any guidance from Passmores Cooperative Learning Community Trust and will incorporate any requirements set out by the Trust before implementing the sub-policy.

## 16. Monitoring and Review

16.1 The HSM is responsible for:

- Monitoring the implementation of the policy;
- Advising the Board and each Principal/ Head Teacher on any amendments required to the policy;
- The implementation of the Trust's health and safety management system;
- The making of risk assessments and management of risks;
- The state of training;
- Advising the Board and Principal/ Head Teachers of changes to law, regulation and guidance; and
- Reporting to the Board and each Principal/ Head Teacher on the state of the health and safety arrangements in each academy.

16.1.1 The HSM in liaison with each Principal/ Head Teacher will compile the Annual Health and Safety Status Review.

16.2 The Principal/ Head Teacher will monitor the implementation of the policy, and will:

- Ensure that the Passmores Cooperative Learning Community Trust's procedures in the academy are fit for purpose;

- Ensure that the health and safety management system is being used in the academy to ensure compliance; and
- Ensure, in collaboration with the HSM, that the policy is kept up-to-date in the academy.

**16.3** The **Delegated Member of the Board** will oversee the implementation of the Passmores Cooperative Learning Community Trust’s policy, and will report as necessary to the Board.

**16.4** The **Trust Board** will:

- Receive termly reports on health and safety and security in the Passmores Cooperative Learning Community academies from the HSM (and each Principal/ Head Teacher if the Board so determines), and an Annual Status Review.
- Confirm that each academy meets the standards laid down in the Education (Independent School Standards) Regulations 2014. **(Academies are subject to these regulations. The necessary tasks are set out in the Handsam ‘Governors Compliance’ system).**

**16.5** The Passmores Cooperative Learning Community Trust will review the implementation of the Health and Safety policies and procedures in the Passmores Cooperative Learning Community Trust academies at least once every two years (or any other period determined by the Board).

<p>This policy was approved by the Trustees on 11<sup>th</sup> June 2018. It will be reviewed every two years or sooner if there are changes to legislation. The next review is expected to take place in June 2020.</p>
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## SUB-POLICIES

The following sub-policies complete the Passmore's Cooperative Learning Community Trust Health and Safety Policy:

### Appendices

1. Template for the Department/Team/Area policies
2. Template for risk assessment
3. Accident and Incident Management
4. Administration of Medication
5. Anti-Bullying
6. Asbestos
7. Caretaking and Cleaning
8. Contractors
9. COSHH
10. Crisis/Emergencies and 10a.PEPPs
11. Departmental Policy for Kitchen
12. Design and Technology and 11a Design and Technology Checks
13. Disability Accessibility and 12a Reasonable Adjustments
14. Display screens and 13a DSC Regulations
15. Drugs, alcohol and smoking
16. Educational Visits/Learning Outside the Classroom
17. Electrical Equipment
18. Fire safety
19. First Aid
20. Legionella bacteria
21. Lettings
22. Lone Workers and 21a. Home Visiting and 21b Guidance on Risk Management for Lone Workers and Pupils Working Alone
23. Manual Handling
24. Mini Buses and Use of Personal Transport
25. Mobile phones and 24a Use of Cameras and Images and 24b Safe Use of the Internet
26. Noise
27. PE and Games
29. Personal Protective equipment
30. Pregnancy
31. Safeguarding Pupils
32. Science
33. Searching Pupils
34. Security and Safety of Premises and Installations
35. Staff Consultation
36. Staff Welfare
37. Stairs and Landings
38. Stress
39. Pupil Welfare
40. Sun Protection
41. Trespassers
42. Visitors
43. Voice Care
44. Waste Disposal
45. Work equipment and 43a. Hot Working
46. Working at heights