



# Trust Health and Safety Policy

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## 1.0 Statement of Intent

We recognise that effective health and safety practice is an essential contributor to the welfare of our pupils, employees, volunteers, contractors, and visitors, and to the safety and security of our premises. We are committed to ensuring that all of our academies and our support services provide high standards of health and safety practice and that we continually strive towards excellence.

We therefore expect all employees to be alert to the health and safety risks of their environments and to report any concerns.

Each academy Governing Body and Headteacher must make a positive commitment to meeting the Trust's health, safety and welfare standards.

This policy has been approved by the Board of Trustees.

Signed:



Stephen Mitchell  
Chief Executive Officer

Date: 30 June 2021

Signed:



Ross Grant  
Chair of Trustees

Date: 30 June 2021

## 2.0 Objectives

The Trust's objectives are to:

- ensure that all staff understand, promote and implement the Trust's policies and procedures
- ensure that all academies maintain an academy specific Health & Safety Policy and are using the Health and Safety tools in accordance with the Trust's requirements (Every H&S Compliance)
- promote and raise awareness of Health and Safety to ensure it is truly embedded into everyday practice

## 3.0 Organisational Roles and Responsibilities

Roles and responsibilities including Health and Safety Committee arrangements are set out in each academies Health & Safety Policy.

Irrespective of the support and resources provided by the Central Team, each academy Headteacher remains responsible for the application of Health and Safety policy and arrangements within their academy.

All members of OAK, visitors, contractors and volunteers are responsible for Health and Safety as we all have a duty to keep ourselves and others safe.

## **4.0 Health and Safety Arrangements and Procedures**

The Trust Estates Manager oversees EVERY H&S compliance software for each academy. Details of arrangements and procedures covering a wide variety of Health and Safety activities are set out in the software to ensure academies are prepared and remain compliant.

The ratification of this policy statement allows for local and Trust-wide arrangements, procedures, and guidance to be developed without the need to have each document approved by the Trust's Board unless the Board makes a specific request.

Any queries about the Health and Safety documentation should be referred to each academy Health and Safety Committee, who will, if necessary, consult with the Trust Estates Manager.

## **5.0 Commitments**

The Trust will review its Policy Statement and the arrangements annually, or if events or legislation necessitate a review of individual policies and procedures.

The Central Team will ensure that appropriate systems are developed and maintained for the effective communication of Health and Safety matters throughout the organisation.

The Central Team will provide academies with the necessary support, information and tools via EVERY H&S compliance software, to enable academies to be responsible for providing the necessary information, instruction, training and supervision to employees and others, including temporary employees and volunteers, to ensure their competence with respect to Health and Safety.

All academies and the Central Team will devote the necessary resources in the form of finance, equipment, personnel and time to ensure adequate provision of Health and Safety. All equipment (including plant equipment) provided for employees, students and non-employees will be fit for purpose and maintained in line with manufacturers' guidelines and instructions and legal guidelines. The assistance of expert help will be sought where the necessary skills are not available within the organisation. Health and Safety matters will be discussed at local academy governing bodies and Health and Safety Committees.

All academies and the Central Team will liaise and work with all necessary persons and organisations to ensure their health and safety whilst working at any academy. Academies must ensure that adequate arrangements are in place for the health and safety of visitors, site contractors, volunteers and those affected by its acts or omissions. This will include providing induction and/or information when they come on site and ensuring that they have the necessary documents to work safely.

We will all constantly strive to improve Health and Safety standards and performance. The minimum standards that will be adopted by the Trust are those required by law, although the organisation will always seek to exceed these where there is a demonstrable benefit to its employees, students and external partners. Improvement will be monitored through auditing.

The Trust recognises that safety is the responsibility of everyone within the organisation.

Managers at all levels will have specific duties and responsibilities to comply with the policy as detailed in the academies Health & Safety policies.

Employees have specific legal responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. All employees must become familiar with hazards, how to manage or reduce the risks, and promote safety awareness of others and themselves by localised training.

The Board of Trustees commit to ensuring that Health and Safety is systematically integrated into the management and decision-making processes within the organisation by discussions at the Trust's Board Meetings and other decision-making forums.

Accidents and "near-misses", damage to property and equipment will be appropriately reported and investigated with suitable action taken to reduce the likelihood of their occurrence. These will be recorded on the Trust's accident reporting systems – AssessNET and SO2. Every academy will report all accidents and near misses to the Headteacher and local Governing body at regular intervals. Statistical data will be collated each term and annually and then discussed at the appropriate committee meetings. All RIDDOR reportable accidents, will be submitted to the HSE in line with HSE's school specific guidance and academies must inform the Central Team of any serious incidents.

## **6.0 Legal context**

This policy is required under the Health and Safety at Work 1974, the Management of Health and Safety Regulations 1999 and other Regulations made under the Act.

Any breaches of those duties could lead to the prosecution of the Trust's Board, CEO, Governing Body or individual employees. Failure to comply with safety requirements could also lead to disciplinary action.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.