



THE
SHARED
LEARNING
TRUST

HEALTH AND SAFETY POLICY

Effective Date: 8 December 2017
Ratified: 8 December 2017 by the board of trustees
Last Reviewed: September 2018
Next Review Date: December 2018
Version: 3.0

Significant changes to this version (September 2018)		
	Title	Page No
	Contents update	2
	Statement of Intent	3
	Section A Policy paragraphs 4 and 5 removed and incorporated into Health and Safety Manual 2018	
	Section B Organisation, Health and Safety Manager removed due to deletion of post	

CONTENTS

No	Title	Page
	Significant changes since previous policy version	2
	Contents	2
	Statement of Intent	3
	Health and Safety Policy	
1	Scope	4
2	Roles and responsibilities:	4
2.1	Board of Trustees	4
2.2	CEO	4
2.3	The Facilities / Estates Manager	4
2.4	LGB	4
2.5	Principal / Head of School	4
2.6	The lead from the senior leadership team	5
2.7	Site team	5
2.8	Departmental technicians	5
2.9	Departmental leaders	5
2.10	All staff	5
2.11	Pupils	6
3	Operation	6
4	Monitoring and Review	6

STATEMENT OF INTENT

The board of trustees of The Shared Learning Trust (TSLT) recognises its health and safety responsibilities under the Health and Safety at Work Act 1974, and will take all reasonable steps to fulfil these responsibilities and ensure the safety and welfare of its staff, pupils, visitors and contractors using the academy premises or participating in school-sponsored activities.

TSLT will ensure, so far as is reasonably practicable, the safety of all staff, pupils and any other person who may be directly affected by its operations by:

- The establishment and maintenance of a safe and healthy working environment including safe access and exit throughout its premises and areas of operation.
- Ensuring significant health and safety risks arising from its activities are adequately controlled.
- Provision and maintenance of safe plant, equipment and systems of work
- Regular briefings for employees on matters of health, safety and welfare.
- Managing and maintaining a safe and healthy working environment
- Provision of effective procedures for use in the event of accident or emergency (Appendix)
- Provision and maintenance of adequate welfare facilities.
- Appointment of and provision of training for competent personnel to ensure compliance with statutory duties, regular monitoring, review and adjustment of processes related to health and safety and completion of annual review.
- Taking preventative and protective measures such as safe procurement and provision of Personal Protective Equipment (Appendix 8)
- The Trust will provide appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.

All employees have a duty under the Health and Safety at Work Act 1974 and must actively support the trust's efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work. Failure to observe these duties could result in disciplinary action in line with the **Trust's Disciplinary Policy**.

This policy statement will be reviewed on an annual basis to meet its compliance requirements. The CEO will communicate any changes to all staff.

This policy and appendices applies to all activities of TSLT whether on or off site as well as any other organisations that may become affiliated to The Shared Learning Trust before the next policy review.

Signed: 
Date: 13 September 2018

David Sheridan
Chair of the Board of Trustees
The Shared Learning Trust

Signed: 
Date: 13 September 2018

Cathy Barr
Chief Executive Officer
The Shared Learning Trust

HEALTH AND SAFETY POLICY

1. SCOPE

This policy applies to all staff and pupils of The Shared Learning Trust, and any other affiliated companies within the organisation. It's objective is to set out the direction for health and safety throughout TSLT and to demonstrate the trust's commitment to health and safety. It meets sections 2 (3), 3 and 4 of the Health and Safety at Work Act 1974, including a written statement of intent by trust leaders.

2. ROLES AND RESPONSIBILITIES

All staff have a responsibility to do all they can to make sure the trust academy premises are safe places as follows:

2.1 **The board of trustees** of The Shared Learning Trust has ultimate, strategic responsibility for all aspects of health and safety within the trust. They shall ensure that:

- A clear policy and procedure is in place and sufficient resources and strategic direction are allocated by it and its academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment.
- Competent health and safety advice is available

2.2 **The CEO** has overall responsibility for health and safety throughout the trust and has been nominated by the trust board to ensure that the policy is implemented. The CEO will ensure that trustees are kept informed of and are alerted to relevant health and safety issues.

2.3 **The facilities manager** is responsible for ensuring that the premises, buildings and outside areas are clean, secure and maintained in as safe a condition as reasonably possible. S/he ensures that each academy complies with premises fire safety regulations, building regulations, statutory safety inspections and other relevant legislation. S/he commissions site safety inspections on an annual basis and disseminates the reports and recommendations to the SLT lead for action to be taken. S/he has a key role in the Emergency Action Plan and the Incident Management / Critical Incident Plan.

2.4 **The LGB** provides challenge and monitors implementation of health and safety arrangements by the academy principal. A termly meeting of each LGB has health and safety/safeguarding as a standing agenda item and each LGB has a governor with a health and safety remit.

2.5 **The principal / head of school** of each academy is responsible for the effective day-to-day implementation of the health and safety policy and procedures, as directed by the CEO and board of trustees. This includes induction, training and for holding staff to account through regular monitoring to implement health and safety arrangements. S/he will report to the LGB or the nominated governors' lead. The principal / head of school is the responsible officer under the fire safety regulations and should ensure that:

- the policy and other appropriate health and safety information is communicated to all relevant people including contractors
- health and safety matters are given due consideration with other commitments and form an integral part of their activities
- staff are provided with adequate information, instruction and training
- consultation arrangements are in place for staff and their trade union representatives (where appointed)

- effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing external inspections and risk assessments and implementing required actions
- monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- school premises, plant and equipment are maintained in a safe and serviceable condition

Whilst overall responsibility for health and safety cannot be delegated, the principal / head of school may choose to delegate certain tasks to other members of staff

- 2.6 **The lead from the senior leadership team** is the trained, competent person for their academy and is responsible for monitoring and leading compliance with the health and safety policy and arrangements and for supporting implementation and monitoring of procedures. They arrange practice evacuations as well as having specified roles in the Emergency Action Plan and the Academy Emergency Response Team. They will sign off risk assessments and control measures, carry out regular safety inspections and ensure that staff are aware of their responsibilities for health and safety. The H&S lead must undertake CPD, which will be provided by the trust.
- 2.7 **The site facilities team** in each academy have specific roles and responsibilities for inspections, testing, maintenance, repairs and making safe identified defects and a key role in the emergency action plan.
- 2.8 **Departmental technicians** (science, design and technology, art and PE) have specific responsibilities for ensuring that their areas of work are operated safely. They will carry out workplace inspections, will ensure safe working practices and will maintain equipment in a safe condition.
- 2.9 **Department leaders** should monitor implementation by other staff in their teams; participate in and contribute to wider evaluation and audit of health and safety.
- 2.10 **All staff** must be familiar with the health and safety manual, arrangements and procedures. Keep up to date with changes in policy and procedures and report health and safety matters to their line manager.

Under the Health and Safety at Work Act 1974 all staff (including volunteers, students on work experience and temporary staff) have general health and safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions:

All employees have responsibility to:

- comply with the Trust's Health and Safety Policy and procedures at all times
- report all accidents and incidents in line with the academy's reporting procedure
- co-operate with and support management on all matters relating to health and safety
- not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- take part in health and safety training and development and health surveillance programmes, as required

All staff employed at TSLT have a duty to comply with this policy.

2.11 Pupils are expected:

- To exercise personal responsibility for their safety and that of their classmates
- To observe standards of dress consistent with safety
- To observe all of the appropriate academy safety rules and codes of conduct, in particular the instructions of teaching and non-teaching staff given in an emergency situation.
- To use and not willfully misuse, neglect or interfere with things provided for their safety.

3. OPERATION

The trust will ensure that the policy operates in the following way:

- **The CEO** will ensure that organisational arrangements are in place for all staff, including consultants
- The trust will ensure that suitable clauses to highlight health and safety responsibilities will be included in all employee contracts and job descriptions. Performance management will be used to identify health and safety training needs and to monitor competency
- The trust will commission annual health and safety audits to review performance

In addition:

- The health and safety policy and all associated information will be available on all academy websites.
- Staff will be informed about health and safety by their SLT lead person via ongoing briefing sessions.

4. MONITORING AND REVIEW

Health and safety monitoring is a line management function. In addition, the trust will measure performance through audit, inspection and incident / accident reporting.

Local governing boards and the trust board will review performance on a formal and regular basis.

This policy and key TSLT health and safety procedures will be reviewed annually or more frequently where required. The impact and effectiveness will be determined through annual audit.

All staff must familiarise themselves with The Shared Learning Trust health and safety policy.

The following appendices will provide detailed operational arrangements for health and safety and will, (as a minimum) meet the standards and requirements set out in this policy. They are available for all staff on the Z-drive or by request from Kevin Martin, Director of HR and Compliance:

Appendix 1 Risk Assessments:

HS09 Risk assessment and training procedure v9.1 May18

HS09 Risk assessment procedure v9 0 Feb18

Appendix 2 Health and safety monitoring and inspections

D&T generic H&S policy for completion - CHECKLIST

H&S policy statutory checks May 2018 - CHECKLIST

HS3 Classroom health and safety checklist May 2018 - CHECKLIST

HS3 Laboratory half termly checklist May 2018 - CHECKLIST

HS9 EYFS Daily RA and safety checks - CHECKLIST

HS18A COSHH Laboratory Equipment statutory checks - CHECKLIST

Passenger Lift Monthly Visual and Functional Inspection Checklist Template May 2018 - CHECKLIST

Premises Room Condition Survey Template May 2018 - CHECKLIST

Premises Termly Workshop Laboratory Checklist Template May 2018 - CHECKLIST

Science customisable department H&S policy - CHECKLIST

HS3 HOUSEKEEPING POLICY v4.0 Jan 2018

HS7 Electrical Safety (Portable and Fixed Appliances) Policy v3-0 Mar2017

Appendix 3 Fire evacuations and emergency arrangements

HS23 Personal Emergency Evacuation Plans procedure v3-0 May 2018

HS23.1(PEEP) Emergency Evacuation Questionnaire and plan template v3-0 May18

HS27 Bomb or Terrorist Threat Procedure v2-0 May 2018

Appendix 4 First aid and medication

HS33 Supporting Pupils with Medical Conditions Policy v3 Dec2017

HS1 Accident and First Aid v4-0 May 2018

Appendix 5 Accident reporting procedures

HS1.1 INCIDENT REPORT PROCESS v3-0Dec2016

Appendix 6 Health and safety information and training

HS29 Health and Safety training programme May 2018

HS11 Employee H&S Induction.v5.0Jan2018

HS11.1 Security staff H&S Induction Checklist Jan 2018

Appendix 7 Personal safety and lone working

HS13 Lone Worker Policy v2.0 May 2018

Appendix 8 Premises Work Equipment

HS35 Personal Protective Equipment Policy and issue record v1-0 Jul 2017

HS22 Provision and Use of Work Equipment Procedure v2.0 May 2018

HS22 PUWER Appendix 1 Work Equipment checklist.v2-0 May 2018

HS10 Safe Use of Lifting Equipment v4-0 July2016 May 2018 review

HS39 General Permit to Work template May 2018

Appendix 9 Flammable and Hazardous Substances

HS18 COSHH Procedure May 2018

HS40 TSLT Acid attack protocol May 2018

Appendix 10 Asbestos

HS21 Control of Asbestos Policy and Procedure v3-0 May 2018

Appendix 11 Contractors

HS2 CONTRACTORS POLICY AND PROCEDURE v4-0May2018

Appendix 12 Work at Height

HS26 Working at Height Procedure v2.0 May 2018

HS26.1 Working at Height Ladder inspection register lists Apr18

Appendix 13 Moving and Handling

HS8 Manual Handling Operations Procedure v2-0 May2018

Appendix 14 Display Screen Equipment

HS16 DSE Equipment Procedure and risk assessment v6.0 May2018

HS30 Health surveillance - Eye Tests and Safety Glasses procedure v6.0 May2018

Appendix 14 Vehicles

HS14 Use of Motor Vehicles for Business v2-0 May 2018
HS14.1 Request to review driving licence record May2018

Appendix 15 Minibuses

HS38 Minibuses Procedure v3.0 May2018

Appendix 16 Stress

HS15 Stress at Work Policy v3.0 May 2018
HS15.1 Individual Stress at Work Questionnaire.v1-0 Aug15

Appendix 17 Legionella

HS32 Control of Legionella Policy and Procedure v2-0 May 2018

Appendix 18 Work Experience

HS5 Work Experience Procedure v3-0 May 2018