



# Health & Safety Policy

WORKING TOGETHER  
FOR CHILDREN

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## **a. Health and Safety Policy Statement of Intent**

The Board of Trustees and the CEO (Chief Executive Officer) of Ad Astra Academy Trust believes any child or adult working within the Trust can be whatever they want to be with our support and direction.

The health, safety and wellbeing of our employees, pupils, parents, visitors, volunteers and contractors is of paramount importance. We aim to provide safe and healthy working conditions, systems of work and equipment for all. This policy sets out how we will work together to keep all our people safe and healthy. The Trust recognises and accepts its legal responsibilities for both health, safety and fire risk management. To meet these obligations, we will always;

- To implement the requirements of this health and safety policy.
- To make adequate arrangements for the health, safety and welfare of staff and pupils.
- Provide adequate control of health, safety and fire risks arising out of school and work activities.
- Consult with employees on health and safety matters and ensure that an “open door” culture prevails.
- To cooperate with North Yorkshire County Council (as our current strategic partner and ‘competent person’ under the Health and Safety at Work Act), in matters related to health and safety.
- Provide and maintain safe buildings, plant and equipment.
- To ensure safe handling and use of substances.
- Provide information, instruction, training and supervision for employees.
- To ensure all employees are competent to do their tasks and give them adequate training.
- Prevent accidents and work-related ill health conditions.
- To maintain safe and healthy working conditions.
- Encourage all employees and pupils to take personal responsibility for ensuring the health and safety of themselves, fellow staff, pupils and all others.
- Provide visible management commitment to high standards of health and safety by regular monitoring and review of standards.
- To review and revise this policy as necessary at regular intervals.

Ultimate responsibility for health and safety rests with the board of Trustees. In discharging these duties, the Trustees have delegated strategic responsibility for this to the CEO who further delegates aspects of this to the Chief Operating Officer and Estates Manager. The Local Academy Committee of each school within the Trust have delegated responsibility for considering health and safety reports and monitoring the implementation of any actions or recommendations. The Headteacher of each school is responsible for ensuring that health and safety policies, procedures and risk assessments are implemented within their school.

The objectives of this policy can only be achieved through the support and co-operation of all our employees and other persons who may be affected by our work activities.

## **b. Responsibilities**

This part of the policy statement explains the role of those responsible for governance at each level and how the Trust develops the organisation and implements arrangements for health and safety. It describes the way we manage the effective planning, organisation, control, monitoring, review, and auditing of preventative and protective measures and forms part of the overall risk management arrangements for the Academy Trust.

### **a. Trustees**

Overall and final responsibility and accountability for health and safety and 'Keeping Children Safe in Education' at Astra Academy Trust is that of the Trustees. In discharging their responsibilities, the Trustees delegate strategic responsibility for health and safety to the CEO (Chief Executive Officer). The Trustees recognise that health and safety, is of paramount importance and take their responsibilities seriously. To provide reassurance to themselves and all stakeholders, the Trustees ensure that health and safety is a regular agenda item for discussion at all appropriate trust meetings. To support the CEO in discharging these duties the board will appoint a Trustee to have special responsibility for overseeing Health and Safety.

### **b. CEO (Chief Executive Officer)**

The CEO has delegated responsibility from the Trustees to ensure a robust strategic approach is taken to provide effective and compliant health and safety across the Trust and also for keeping children safe in all schools across the Trust. They are responsible for providing visible leadership that demonstrates a strong commitment to robust health and safety management and that fosters a culture that supports and encourages this. The CEO will ensure that;

- There is an appropriate health and safety management system in place across the Trust including a clear, written policy for health and safety that articulates the expectations of all stakeholders. This will be monitored and reviewed regularly.
- Sufficient resources are allocated to enable this policy to be fully implemented.
- Where specific responsibilities have been delegated to individuals that they have the relevant experience, knowledge and training to allow them to carry out these responsibilities effectively.
- Clear procedures are in place to assess and mitigate health and safety risks.
- The need to earmark sufficient funds to operate safe systems of work is made clear to Headteachers and Local Academy Committees when setting and monitoring the individual school budget. The CEO has overall authority to direct urgent remedial action where there is a significant risk to children or adults.
- Health and safety performance is measured.

### **c. Local Academy Committee**

The Local Academy Committee are responsible for holding the Headteacher to account for effective health and safety arrangements in their school; receiving and considering health and safety reports and monitoring safeguarding arrangements. Members are required to monitor the implementation of any actions and recommendations arising from these as part of their responsibility to 'Keeping Children Safe

in Education' and are accountable to the CEO and Trustees of Ad Astra Academy Trust. To discharge their duties, they will;

- Ensure that one or more of the Local Academy Committee maintains a knowledge of health, safety and welfare legislation and good practice, which is sufficient to enable the committee to provide professional challenge and support within this area.
- To hold the Headteacher to account for the local implementation of the Trust health and safety policy and associated operational arrangements within the school, to encourage high standards of performance by individuals at all levels and the development of a culture of health and safety throughout the school's operations.
- Review the school's health and safety performance, consider internal and external reports concerning this and ensure that appropriate action is taken as necessary.
- To encourage a continuous constructive dialogue with the Trust to ensure a culture of improvement is nurtured.
- Facilitate, encourage and commend high standards of safety and set a personal example of good safety practices.

#### **d. Headteachers**

The Trust delegates operational responsibility and control of health and safety risks and 'Keeping Children Safe in Education' to the Headteacher of each school and they are held to account for this by the Chief Executive Officer and the Local Academy Committee. They are responsible for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. The Headteacher must complete the organisational procedures section of this policy, ensure it is implemented and communicated to all to employees. This document must be updated as things change, and formally reviewed annually.

To effectively discharge their duties the Headteacher will;

- Maintain outline knowledge of the current statutory requirements and principles of good practice for health and safety which are relevant to all operations and activities in the school.
- Set the culture and direction for effective health and safety management in their school and introduce management systems and practices that ensures risks are dealt with sensibly, responsibility and proportionately.
- Ensure, by direct action or delegation to suitable employees of the Trust or school and with appropriate assistance and guidance, that the organisational procedures are implemented.
- Ensure the allocation of sufficient financial and human resources to fully implement the requirements of this policy and associated procedures.
- Ensure that suitable and sufficient assessments of risk are carried out in relation to the school operations, activities and security, and that control measures which they identify are adequately communicated and implemented.
- Ensure that all staff are provided with relevant information, instruction and training on health and safety issues.
- Ensure that records are kept of all relevant health and safety activities such as assessments, inspections, accidents, training etc.

- Notify the Chief Operating Officer as soon as possible of any planned or unplanned visit by the Fire Brigade or Health and Safety Executive
- Ensure that educational visits, out of school activities, and other trips are appropriately planned, authorised, organised and supervised to protect the health and safety of children and adults.
- Ensure the full implementation of the procedures adopted by the Trust in relation to all educational visits.
- Ensure that performance management for school employees fully reflect requirements for the provision of adequate training and instruction, as necessary for health and safety, and that these plans are periodically reviewed, to ensure their effectiveness;
- Consider the capabilities of employees regarding health and safety, including the pressures and demands imposed, when entrusting them with tasks.
- Ensure that organisations and persons engaged to carry out work for, or deliver services on behalf of, their school, as contractors, or otherwise, are assessed to be competent in terms of health, safety and welfare for the work concerned, in compliance with statutory and procurement procedures.
- Ensure that appropriate and relevant safety information is provided to visitors and contractors on the school premises to keep them and other users of the school safe.
- Ensure co-operation with relevant advisors, contractors and any others as required, to ensure the safety of the school premises, in relation to the increased or higher risk maintenance activities for example, management of asbestos, control of legionella, use and maintenance of gas appliances and other relevant matters.
- Ensure that procedures are developed and maintained for use in the school in the event of an emergency, including the appointment of staff to specific responsibilities and the periodic practising of these procedures.
- Ensure periodic inspections of the site and facilities are undertaken including a termly fire drill and any remedial actions are appropriately addressed.
- Co-operate fully in the carrying out of health and safety inspections by the external Health and Safety Advisor, Health and Safety Executive, Fire Authority or other appropriate agencies and act appropriately on the findings of these inspections.
- Ensure that the Trust's accident and safety incident reporting procedure is operated fully in relation to their school.
- Receive representations from all stakeholders including employees concerning safety. Co-operate and consult with them, investigate and then take appropriate action as a result.
- Report periodically to Trustees and governors on the management of safety and the school's safety performance.
- Monitor the performance of their employees in terms of safety, encouraging excellence, taking effective remedial action if required and setting a personal example of good safety practices.
- Co-operate with the CEO, Trust Chief Operating Officer and Trust Estates Manager and bring to their attention any health and safety matters that cannot be resolved at a local level.

- Ensure robust arrangements are in place to make sure health and safety procedures are followed in the absence of the Headteacher. Ensure that the Deputy Headteacher (or responsible person in the absence of the Headteacher) is fully appraised of the responsibilities of the Headteacher and that they are fully aware of the health and safety procedures pertaining to the school.

**e. School Staff holding positions with specific responsibility**

Under the direction of the Headteacher, staff in school that hold positions with specific responsibility including (but not limited to) Deputy Headteachers, Assistant Headteachers, Educational Visits Coordinators, Admin Managers, Curriculum leaders and Extended Services Managers are to ensure that this policy is implemented within their area of control by putting in place arrangements for the management of health and safety risk and for 'Keeping Children Safe in Education.' In addition to these general duties they shall;

- Maintain a broad awareness of current statutory requirements and principles of good practice for health, safety and welfare and the specific issues which are relevant to the school's operation.
- Facilitate, encourage and contribute to the development of policies and procedures to improve the management of health, safety and welfare and set a personal example of good safety practices.
- Monitor health and safety within their area of responsibility to encourage excellence and ensure that remedial action is taken where it is required.
- Responsible for the day to day supervision of the environment and activities and reporting any issues or areas of concern relating to health and safety that cannot be resolved to the Headteacher or the site staff.
- Ensure that all decisions taken within their area of responsibility take into consideration these health and safety policies and procedures.
- Ensure health and safety performance within their area of responsibility is monitored and incorporated in any future plans and activities.
- Ensure that arrangements are in place to undertake suitable and sufficient assessments of risk relating to a specific task or activity for which a risk assessment is not already in place ensuring this is recorded, communicated to the appropriate people and reported to the Headteacher. These should be incorporated into the school suite of risk assessments for periodic review.
- Encourage employees, particularly those who directly report to them through the staffing structure to become actively involved in implementing and improving health, safety and welfare; and ensure that when delegating duties and responsibilities they are appropriately assigned, understood, capable of achievement, accepted and implemented; considering their capabilities regarding health, safety and welfare.
- Ensure that this policy, as it relates to areas, activities and persons under their control is understood, implemented, maintained and monitored.
- Ensure any problems or constraints in meeting these duties and responsibilities which cannot be resolved locally are brought, without delay, to the attention of Headteacher.

**f. Academy Trust Chief Operating Officer**

The Academy Trust Chief Operating Officer has delegated strategic responsibility for health and safety across the Trust. In supporting the CEO, the Chief Operating Officer is responsible for ensuring that there is a quality assurance framework in place that underpins an effective and compliant health and



safety management system including an appropriate audit and inspection process undertaken by a suitable qualified external assessor.

In addition to these general duties they shall;

- Maintain outline knowledge of the current statutory requirements and principles of good practice for health and safety which are relevant to all school operations and activities.
- Ensure that all appropriate health and safety policies and procedures are created, monitored, reviewed and circulated to schools to ensure a consistent approach to health and safety across the Trust.
- Provide professional advice and guidance to all stakeholders in relation to the effective management of health and safety.
- In relation to health and safety matters, receive representations from stakeholders, co-operate and consult with them and take appropriate action as a result.
- Report periodically to the Trust Board regarding the management and performance of health and safety across the organisation.

#### **g. Academy Trust Estates Manager**

The Trust Estates Manager is accountable to the CEO and COO for the development, implementation, monitoring and review of health and safety policies and procedures across the Trust to ensure legal compliance. The Estates Manager is responsible for working alongside the appointed competent external health and safety advisor and providing specialist advice and guidance within their remit.

Under the direction of the Chief Operating Officer, and working in conjunction with Headteachers and Local Academy Committees, the Estates Manager is expected to ensure that this policy is implemented within their area of control by putting in place arrangements for the management of health and safety risk. In addition to these general duties they shall;

- Maintain outline knowledge of the current statutory requirements and principles of good practice for health and safety which are relevant to all school operations and activities.
- Encourage a culture of positive risk management across the organisation.
- Ensure suitable and sufficient assessments of risk are completed and implemented in relation to school operations, activities and security, and that control measures which they identify are adequately communicated and applied. Where concerns are identified, bring these to the attention of the Chief Operating Officer or Headteacher as appropriate.
- Ensure (on behalf of the Headteacher) that relevant and adequate health and safety training is identified for staff within their remit and that any concerns regarding this are brought to the attention of the Chief Operating Officer or Headteacher as appropriate.
- Ensure suitable and robust procedures are in place and effectively implemented to ensure that organisations and persons engaged to carry out work for, or deliver services on behalf of the Trust/school, such as contractors, or otherwise, are assessed to be competent in terms of health, safety and welfare for the work concerned, in compliance with statutory and procurement procedures. Where concerns are identified bring this to the attention of the Chief Operating Officer and Headteacher as appropriate.
- Manage and co-operate with relevant advisors and contractors, the appointed Health and Safety advisor and others as required, to ensure the safety of the school premises and legal compliance, in

relation to the management of asbestos, control of legionella, use and maintenance of gas appliances and electrical installations and other relevant matters; where concerns are identified bring this to the attention of the Chief Operating Officer and Headteacher as appropriate;

- Ensure all fire and security systems are regularly maintained and tested with appropriate records kept.
- Assist the Headteacher in the development and maintenance of a robust Business Continuity and Emergency plan for schools across the Trust and ensure these are tested regularly to ensure an effective response in the event of an emergency.
- Undertake local safety inspections, recording and reporting findings. In conjunction with the Headteacher and Chief Operating Officer, ensure remedial actions are implemented fully in a timely manner. Co-operate fully in the carrying out of safety inspections by the Health and Safety advisor, Health and Safety Executive, Fire Authority or other appropriate agencies and act appropriately on the findings of these inspections.
- Manage the Trust accident and safety incident reporting procedure relation to the academies within the Trust.
- Ensure that accidents and near misses are effectively investigated and appropriately reported.
- Receive representations concerning safety from stakeholders, co-operate and consult with them and take appropriate action as a result.
- Assist the Chief Operating Officer in reporting periodically to the Academy Trustees and governors on the management of safety and the academy's safety performance.

#### **h. All Other Staff (including Agency staff and Volunteers)**

Every member of staff of Ad Astra Academy Trust and its component schools, whether paid or volunteer, must recognise that, under the Health and Safety at Work Act, 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 a statutory responsibility to 'Keeping Children Safe in Education.' All staff must co-operate, as far as is necessary, with their employer in fulfilling its duties under the Act and supporting legislation as well as responsibilities under this policy. The organisation and arrangements through which Ad Astra Academy Trust, the school Local Academy Committee, the Headteacher and staff aim to fulfil the requirements are set out in this policy and organisational arrangements.

Apart from any specific responsibilities which may have been delegated to them, all employees should set a personal example and must;

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Not interfere with anything provided to safeguard their health and safety.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Report all accidents and near misses
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.

- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects or safety concerns to the Headteacher.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

#### **i. Site Supervisors/Caretakers**

Site staff clearly have a key role to play in the implementation of the health and safety policy given their responsibility for the security and maintenance of the site and facilities. In addition to the points listed above under 'all other staff' site staff are also responsible for;

- Undertaking regular, periodic inspections of the school building and grounds, identifying any hazards and recording the outcome of these, taking remedial action to rectify issues as appropriate and with the appropriate authorisation from the Headteacher or Trust Estates Manager.
- Regularly testing fire alarms and recording outcomes.
- Manage contractors working on the school site ensuring they are appropriately briefed on the work required and accompanied to the relevant area of the school.
- The maintenance of high standards of cleanliness throughout the school building and grounds to ensure appropriate levels of infection control.
- The security of the school and site both in and out of school hours to ensure as far as possible that unauthorised visitors are prevented from entering.
- Identify hazards and undertake risk assessments for activities relating to their area of responsibility.
- The implementation of the winter gritting plan.
- Working closely with the Trust Estates Manager in developing and maintaining high standards of safety across the school, acting as a role model and demonstrating good practice.
- Playing a key role in the effective execution of the emergency plan as directed by the Headteacher.
- Ensuring that appropriate cleaning and hygiene consumables are procured for school use and that the appropriate COSHH assessments are carried out and communicated appropriately to school staff.

#### **j. Contractors**

Contractors will be permitted to undertake works on school premises with the permission of the Headteacher, Trust Chief Operating Officer, Trust Estates Manager or the school site staff providing they can demonstrate a safe system of work. Contractors will not be permitted to undertake works on site where there are children present unless it can be demonstrated that there is an urgent need and that children, staff and other visitors to the site will be safe while the works are completed. The nominated contractor in charge of the activity will have responsibility for safe practices in the areas under their control.

All contractors must:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of pupils, school staff and others affected by their actions.
- Observe the safety rules and safeguarding procedures of the school.
- Submit their health and safety policy and relevant risk assessments and method statements to the school for approval in line with the Trust Management of Contractors policy.
- Comply with and accept our health and safety and management of contractor's policies.
- Dress appropriately, sensibly and safely when on school premises and for the task being undertaken.
- Conduct themselves in a professional manner in the work place and refrain from interaction with children unless this has been authorised e.g. safety assembly.
- Use all safety equipment and/or protective clothing as required by the school and as indicated in the risk assessment for the task.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition, not use any defective equipment and ensure that any portable electrical equipment bears a current test certificate.
- Report all accidents and serious incidents to the school whether an injury is sustained or not.
- Ensure that their employees only use equipment for which they have been trained.
- Observe all agreed procedures for processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and not obstruct fire exit routes.
- Provide adequate first aid arrangements unless otherwise agreed with the school.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to act to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, pupils and visitors.

#### **k. Visitors**

All visitors are required to sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school.

Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. Hirers will be made aware of their obligations in relation to health and safety when making the booking.

Whilst on site, all visitors and contractors must wear a visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence by reporting to reception.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. Staff must not put themselves at risk.

## **I. Pupils**

Pupils, in accordance with their age and aptitude, and under the direction of their teacher are expected to;

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe the 'school rules' and in particular the instructions of staff given in an emergency or issued for their health and safety.
- Use and not wilfully misuse, neglect or interfere with equipment that could compromise their health and safety.

## **m. Appointed 'Competent Person'**

Ad Astra Academy Trust recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed by the Trust, for the pupils attending the schools within the Trust and for all other stakeholders who come on to the premises.

The Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health and Safety at Work 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.

Ad Astra Academy Trust will ensure that appropriate policies are in place and kept up-to-date. To this end, the Trust will procure the services of appropriate Health and Safety consultants to advise its schools and staff on all related matters and to provide up-to-date information in relation to its Health and Safety responsibilities.

The Chief Operating Officer will ensure an external Health and Safety advisor that meets the requirements of and has relevant credentials to provide competent health and safety advice is appointed. The provision of, includes all aspects of advice, guidance and support pertaining to Health and Safety related issues.

Although the following list is by no means exhaustive, it provides an example of items covered in the above;

- support in developing and reviewing policy
- organisational arrangements
- risk assessments
- safe systems of work
- training needs identification
- fire safety
- accident investigation
- consultation frameworks

- monitoring, auditing and review regimes.

#### **n. Trade Union Consultation**

The Trust will consult with recognised Trade Unions on Health & Safety Policy and Procedures.

As the Trust recognises trade unions for collective bargaining purposes, the Safety Representatives and Safety Committees Regulations 1977 (as amended) will apply.

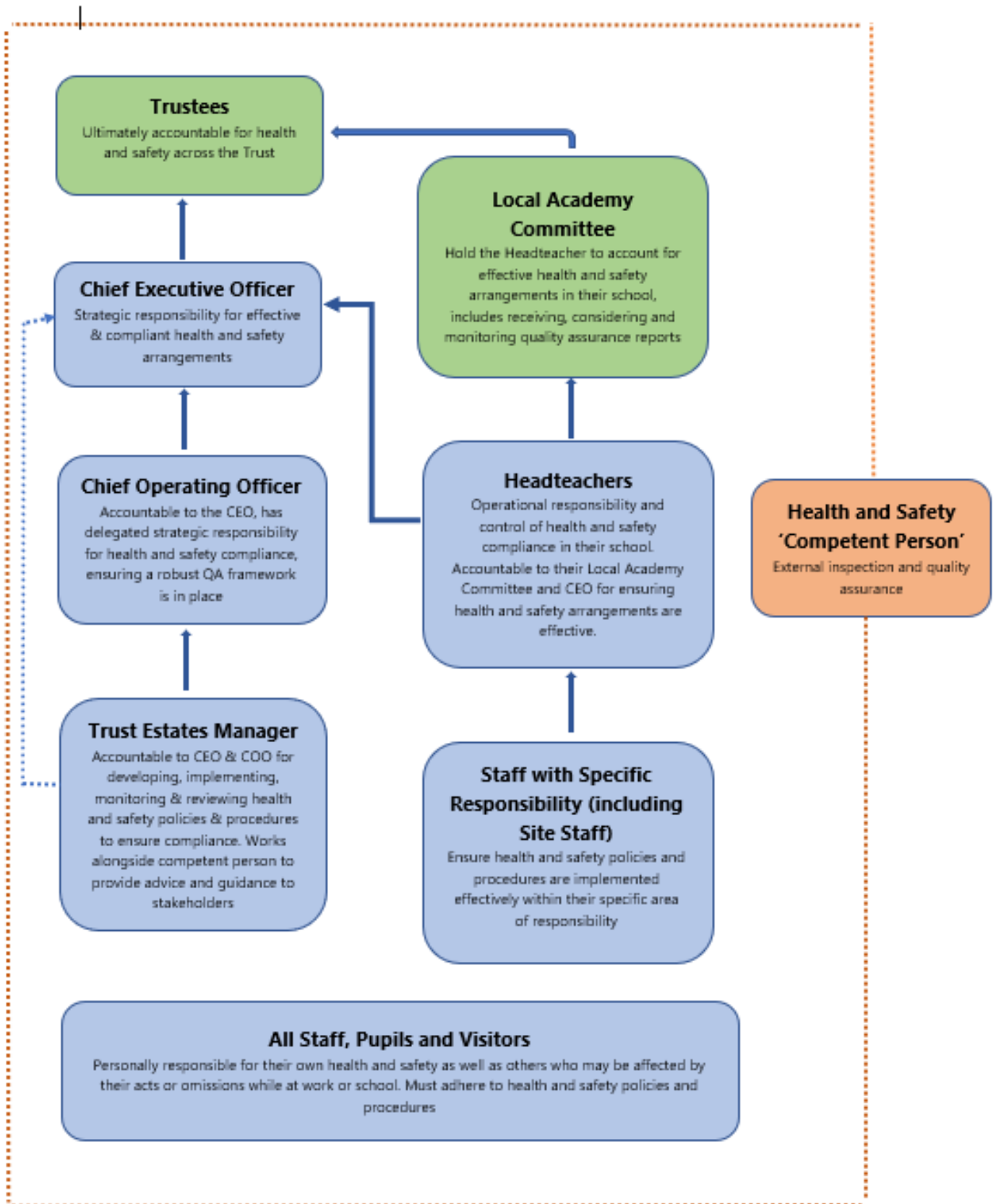
The Trust also recognises that a recognised trade union has the right to appoint safety representatives. Recognised trade unions will inform the Trust in writing, via the HR Manager, when a health and safety representative has been appointed and where this is the case, the Trust/School will consult with that representative on appropriate health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Trust/School will always consult in good time with health and safety representatives on any measures, which may affect employees represented by the health and safety representative. The Trust will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

All Headteachers / managers will operate an open-door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

#### **o. Arrangements for Consultation and Review**

Any revision of this policy will be after appropriate consultation and negotiation with staff, Local Academy Committees, Trustees and trade union representatives to ensure a joint approach to the management of health and safety.

p. Health and Safety Reporting Flowchart



### c. Operational Arrangements

Responsibilities		
1.	Overall responsibility for health and safety within the establishment is that of	Headteacher
2.	To ensure health and safety standards are maintained/improved the following people have responsibility in the following areas	Trust - Chief Executive Officer, Chief Operating Officer, Estates Manager  Local Academy Committee Member – xxxxx
Risk Assessments		
3.	Risk assessments will be undertaken by	Headteacher with support from the Trust Estates Manager
4.	The findings of the risk assessments will be reported to	All staff
5.	Action required to remove/control risks will be approved by	Headteacher Chief Executive Officer
6.	The person responsible for ensuring the action required is implemented is	Headteacher
7.	Checks that the implemented actions have removed/reduced the risks will be carried out by	Headteacher, Trust Estates Manager, Appointed 'competent person' – responsible for audit/inspection
8.	Assessments will be reviewed	In the event of an accident, annually or when the work activity changes, whichever is soonest
Consultation with Employees		
9.	Employee representatives are	All Staff
10.	Consultation with employees is provided by	Email Staff briefings Senior Leadership Team meetings Staffroom noticeboard Training days
Safe Plant and Equipment		
11.	Identifying equipment/plant, which will need maintenance is the responsibility of	Site Manager Trust Estates Manager Catering Manager (external contract) Cleaning Manager (external contract)
12.	Ensuring effective maintenance procedures are prepared is the responsibility of	Trust Estates Manager Catering Manager (external contract) Cleaning Manager (external contract)



13.	The person responsible for ensuring that all identified maintenance is implemented is	Trust Estates Manager
14.	Problems with plant and equipment should be reported to	Headteacher Site Manager
15.	Checking plant and equipment health and safety standards before purchase is the responsibility of	Trust Estates Manager
<b>COSHH</b>		
16.	Identifying substances which will need a COSHH assessment is the responsibility of	Headteacher (with support from the Trust Estates Manager) Site Manager (with support from the Trust Estates Manager) Catering Manager (external contract) Cleaning Manager (external contract) Grounds Maintenance (external contract)
17.	The person(s) responsible for undertaking COSHH assessments is/are	Headteacher (with support from the Trust Estates Manager) Site Manager (with support from the Trust Estates Manager) Catering Manager (external contract) Cleaning Manager (external contract) Grounds Maintenance (external contract)
18.	Ensuring that all actions identified in the assessments are implemented is the responsibility of	Headteacher Catering Manager (external contract) Cleaning Manager (external contract) Grounds Maintenance (external contract)
19.	The person(s) responsible for ensuring that relevant employees are informed about COSHH assessments are	Headteacher Catering Manager (external contract) Cleaning Manager (external contract) Grounds Maintenance (external contract)
20.	Checking that substances can be used safely before they are purchased is the responsibility of	Headteacher (with support from the Trust Estates Manager) Site Manager (with support from the Trust Estates Manager) Catering Manager (external contract) Cleaning Manager (external contract) Grounds Maintenance (external contract)
21.	Assessments will be reviewed	In the event of an accident, annually or when the work activity changes, whichever is soonest
<b>Information Instruction and Supervision</b>		
22.	The Health and Safety law poster is displayed at	Staffroom

		School office
23.	Health and Safety advice is available from the appointed Safety risk advisor	Donna Storey (or another member of the HandS Team), North Yorkshire County Council
24.	Supervision of young workers and trainees will be arranged/undertaken/monitored by	Headteacher
25.	Ensuring that our employees working at locations under the control of other employers are given relevant health and safety information is the responsibility of	Headteacher
<b>Competency for Tasks and Training</b>		
26.	Induction training will be provided for all employees by	Headteacher. Training may be delegated to other appropriate members of school or Trust staff but the responsibility lies with the Headteacher.
27.	Job specific training will be provided by	Headteacher Trust Estates Manager The National College North Yorkshire County Council
28.	Health and Safety Training requirements	Asbestos/Legionella First Aid Fire awareness/fire warden Working at Height/Safe ladder use Manual handling Educational Visits
29.	Training records are kept by	CPD coordinator
30.	Training will be identified, arranged and monitored by	CPD Coordinator in conjunction with the Headteacher. Advice and guidance can be sought from the Trust Estates Manager and/or Donna Storey (or another member of the HandS Team), North Yorkshire County Council
<b>Accidents, Incidents, First Aid and Work-Related Health</b>		
31.	Location of First Aid boxes	Refer to school's First Aid Policy
32.	First Aiders are	Refer to school's First Aid Policy
33.	All accidents and cases of work-related ill health are to be recorded in the following ways	Low-level pupil accidents (slips, trips and falls) are recorded on the Accident Review Form, which is reviewed monthly for trends. The form is kept in the Health and Safety file. All accidents relating to staff, near misses and serious accidents (including those that are RIDDOR notifiable), are recorded on B-Safe.
34.	The person responsible for reporting accidents, diseases and dangerous occurrences	Headteacher

	to the North Yorkshire CC Health and Safety team is	
<b>Monitoring</b>		
35.	To check our working conditions and ensure our safe working practices are being followed, we will undertake the following checks	Legionella testing Asbestos inspections Termly visual health and safety inspection PAT Testing Fixed appliance electrical testing Extractions fans maintenance Condition surveys Boiler and plant inspection Gulleys and gutters checked and cleaned Pest control Sports and gym equipment maintenance Play equipment maintenance Risk assessments
36.	The person responsible for investigating accidents	Headteacher in consultation with the Estates Manager
37.	The person responsible for investigating work-related absences is	Headteacher Trust HR Manager Trust appointed occupational health provider
38.	The person responsible for acting on investigation findings to prevent recurrence is	Headteacher Trust HR Manager Trust appointed occupational health provider
<b>Legionellosis Minimisation</b>		
39.	The two nominated people for water management at the premises are	Trust Estates Manager Site Manager
40.	Risk assessments detailing on-site tasks for the minimisation of Legionellosis risk are kept in the following location	Online
41.	The person responsible for carrying out on-site tasks set out in the above assessments is	External Contractor (Hartlepool Borough Council) Site Manager
	Records showing that the above on-site tasks have been undertaken are kept in the following location	Online
<b>Work at Height</b>		
42.	All work at height on the premises must be authorised by	Headteacher Site Manager Department leads

43.	Risk assessments for working at height are completed by	Headteacher
44.	Equipment used for working at height is checked by	Site Manager
45.	Records of checks undertaken are kept in the following location	Health and Safety file
<b>Educational Visits</b>		
46.	Off-site educational visits must be authorised by	Headteacher
47.	The Educational Visits Coordinator(s) are	Headteacher
48.	Risk assessments for off-site visits are completed by	Visit leader and checked by the Educational Visits Coordinator using the Evolve system. High-risk, residential and international educational visits must be completed on Evolve as normal and checked by the Educational Visits Manager at North Yorkshire County Council (external contract)
49.	Policy, procedures and guidance in relation to educational visits is kept in the following location	Health and Safety file
<b>Emergency Procedures – Fire and Evacuation</b>		
50.	The person responsible for ensuring the fire risk assessment is undertaken and actions/recommendations are addressed and implemented	Headteacher
51.	Escape routes are checked by	All staff in the course of their daily routine. Site Manager to ensure all escape routes are unlocked and clear as part of morning opening up routine.
52.	Fire extinguishers are maintained and checked by Safe and Sure	Visually checked by the Site Manager on a termly basis and annually by qualified inspector.
53.	Records of fire extinguisher tests are kept in the following location	Health and Safety file
54.	Fire alarms are tested by/every	Site Manager weekly ADT
55.	Records of fire alarm tests are kept in the following location	Health and Safety file
56.	Emergency evacuation takes place	Termly or if there is a change to school routines
57.	Lockdown practice takes place	Annually or if there is a change to school routines

