



Health and Safety at Work Policy

Policy Version Number:	002	
This policy applies to:	Employees, students, trustees, governors, visitors, stakeholders	
Related Documents/ Policies:	Individual academy risk assessments and related operational procedures	
Author:	BBT (updated by JCL June 2020)	
Area:	Chief Financial Officer	
Date of latest review:	June 2020	
Changes made/Reason for Review:	Hathershaw, Werneth and OSFC policies updated for Trust	
Trust/LGB/Committee approval required?	Trust Board	
Approved by/Date:	SLTs	June 2020
	Audit and Risk Committee	18 June 2020 (minor updates reflecting new CFO and Trust H&S co-ordinator)
	Trust Board	14 July 2020
Date of Next Review:	June 2021	

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Section 1

Statement of Intent

As the employer of staff, The Pinnacle Learning Trust has overall responsibility for the health, safety and welfare of staff and students in the academies. The Pinnacle Learning Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Pinnacle Learning Trust will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

Health and safety will be monitored on behalf of Trust by the Audit and Risk Committee, who will review health and safety policies and procedures and receive minutes of health and safety committee meetings held at each academy.

Although overall accountability for health and safety lies with The Pinnacle Learning Trust, day-to-day responsibility for the health and safety of staff and students in individual academies is delegated to the Principal, who in turn will delegate particular functions to other staff, e.g. the Facilities Manager. All employees will be provided with sufficient information, instruction and supervision to perform their duties safely and without risk to health so far as is reasonably practicable. At Trust level, the Executive Principal has overall responsibility, with the Chief Financial Officer having lead responsibility for Health and Safety, supported by the Trust Health and Safety Co-ordinator.

The local governing bodies of academies within The Pinnacle Learning Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the principal and senior management team of the academy and relevant staff of the trust to support good health and safety management.

The Trust will identify and manage foreseeable health and safety risks that may arise from the activities through the process of risk assessment. Suitable control measures, together with safe systems of working, will be developed as a consequence of these risk assessments in order to manage the risk to as low a level as is reasonably practicable. The process will be used to continually develop and improve the health and safety culture.

The Trust supports and will actively encourage consultation and communication with all staff on health and safety matters and will implement committees for the discussion and agreement of health and safety issues.

This policy will be communicated to all staff and will be reviewed as required but as a minimum annually.

Andrew Kilburn
Chair of The Pinnacle Learning Trust
June 2020

Section 2

Organisation

1. The Pinnacle Learning Trust Board

- The Trust Board will do all that is reasonably practicable to ensure that high standards of health, safety and welfare are achieved and maintained for all its employees, students and other non-employees.
- The Trust Board, Executive Principal and Chief Financial Officer will oversee health, safety and welfare matters and will ensure the necessary resources are provided.
- The Audit and Risk Committee will receive a Health and Safety report from each academy at least termly.

2. Executive Principal

The Executive Principal will ensure that the Trust has an effective health and safety management system in place which meets the needs of the Trust as an organisation/employer. In order to achieve this the Executive Principal will work with the Chief Financial Officer and through the Principals' Executive Group to:

- Ensure health and safety information is provided to all staff including the health and safety policy and relevant health and safety procedures.
- Be informed of and undertake an investigation of any aspect of significant non-compliance or serious injury/harm accidents and report to the Board as necessary.

3. Chief Financial Officer

The Chief Financial Officer has lead responsibility for ensuring that the Trust's Health and Safety policy and procedures are implemented effectively and consistently across the Trust. In order to achieve this, the CFO will work with the Trust Health and Safety Co-ordinator to:

- Ensure all staff are aware of their responsibilities in respect of health and safety and that they receive regular training to ensure this knowledge is up to date
- Ensure all academies maintain the required standards with regard to health and safety practice and annual health and safety performance reports are presented to the Trust Board.
- Ensure the Principals are provided with the necessary information to enable them to fulfil their responsibilities at academy level, and provide updates to every Audit and Risk Committee meeting on health and safety compliance and issues across the Trust.

4. Principal/Headteacher

The Principal/Headteacher is responsible and accountable to the Local Governing Body for the implementation of the health and safety policy at each academy. The Principal/Headteacher will be responsible for setting up and monitoring systems to ensure that:

- The health and safety policies and procedures are brought to the attention of all staff.
- Health and safety information is communicated to relevant staff.
- Adequate first aid procedures exist, including the provision of sufficient first aiders and appointed persons, and that all staff is aware of the arrangements.
- Accidents, incidents and near misses are reported using the established procedures.
- TU representatives are allowed to carry out their functions.
- Training needs are identified to ensure staff are competent and that appropriate arrangements are made for training.

- Fire drills are carried out termly and a fire register is maintained.
- Risk Assessments are undertaken of all hazards and risks to health and safety in all departments, including classrooms, office activities, all work areas, off-site visits and trips.
- Health and safety matters which cannot be resolved appropriately are raised with the Local Governing Body.
- An appropriate health and safety governor has been nominated.

5. Senior Leadership Team

- The Senior Leadership Team are responsible for ensuring the Principal/Headteacher's duties are met on a day-to-day basis.
- A member of the Senior Leadership Team has delegated responsibility for health and safety.

6. Middle Leaders

Middle Leaders are responsible for implementing the safety policy within their department. In particular, they are responsible for:

- Ensuring that activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health by ensuring departmental risk assessments are completed and acted on.
- Monitoring the workplace by carrying out informal inspections of the workplace and equipment. In addition to regular informal inspections, middle leaders will carry out a formal recorded inspection of their department once per year via completion of risk assessments for all teaching/work rooms within their area of responsibility.
- Ensuring all work equipment is suitable for purpose and maintained in a safe condition at all times.
- Ensuring substances/products are suitable for purpose and are safely used and stored in an appropriate manner.
- Ensuring the competence of staff under their control by identifying training needs, arranging for the necessary information, instruction and ensuring adequate supervision.
- Bringing to the attention of the next level of management any safety issues that cannot be resolved at a local level.
- Ensuring all accidents and incidents are reported within their areas of control.

7. Teaching Staff

The safety of students/pupils in classrooms, laboratories, workshops, gymnasium, sports hall, and sports fields are the responsibility of the class teacher. Teaching Staff are expected to:

- Know and act on the emergency procedures in respect of fire and first aid and any special safety measures (e.g. management of a person who experiences a disability or illness) to be adopted in his/her own teaching areas and to ensure that they are applied.
- Exercise effective supervision of students/pupils and others in the work area to promote and maintain safe working, teaching and learning practices.
- Ensure students' and other peoples' coats, bags and cases are safely stowed away.
- Integrate all relevant aspects of safety into the teaching process and if necessary give special lessons on safety.
- Follow safe working procedures personally.
- Use protective clothing, guards, special safe working procedures etc when necessary.
- Make recommendations on safety matters to their Middle Leader.
- Record safety arrangements as part of the lesson plan.
- Be familiar with risk assessments and safe systems of working for the work activity.

8. Facilities/Site Manager

The Facilities/Site Manager at each academy is responsible for:

- Ensuring the site offers a safe working environment for staff, students and visitors.
- Supervising site management and the site management team, ensuring they are provided with relevant health and safety information.
- Identifying defects and dealing with them in consultation with the Senior Leadership Team as appropriate. Where premises defects cannot be immediately dealt with the Facilities/Site Manager is responsible for ensuring appropriate interim measures are taken, in order to make the area safe.
- All required testing of the fire alarm, sprinkler and other associated systems.
- The completion of all statutory inspections.
- Liaising with building, cleaning and grounds maintenance contractors and monitoring their compliance with required standards.
- Ensuring weekly maintenance checks are carried out on the school minibuses and arranging the servicing of the vehicles when required.
- Carrying out duties safely as required by the Principal.

9. Health and Safety Representatives appointed by a recognised Trade Union (if applicable)

Health and Safety Trade Union (“TU”) Representatives will be allowed to investigate all accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but wherever practicable, outside teaching time.

10. All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Adhere to the health and safety policy and procedures at all times, in particular procedures for accident and incident reporting, fire, first aid and other emergencies.
- Read the health, safety and welfare policies, procedures and risk assessments relevant with their area and activity of work.
- Undertake training and refresher training when required.
- Co-operate with management in complying with relevant health and safety law and act in accordance with any health and safety information received.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Raise concerns about health and safety related to the curriculum with their line manager.
- Inform the member of the Senior Leadership Team with delegated responsibility for health and safety of what they consider the shortcomings to be in the trusts health and safety arrangements or concerns along with any suggestions for improvement.
- Report to their immediate Line Manager, or the Facilities/Site Manager any hazard concerns and defects in equipment found in their work places.
- Report all accidents, incidents (e.g. damage to equipment, property and vehicles) and near misses (i.e. where someone was nearly harmed but not injured).
- Exercise good standards of orderliness and cleanliness whilst conducting work activities.

11. Students/Pupils

Students 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 all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with items provided for their health and safety.
- Report any accidents/incidents to a member of the teaching staff.

12. Trust Health and Safety Co-ordinator/Health and Safety Consultant

The Trust Health and Safety Co-ordinator specific duties include:

- Working with the Chief Financial Officer to ensure the Trust Health & Safety policy is implemented consistently across the Trust
- Ensuring all Trust academies are fulfilling their statutory responsibilities with respect to all matters relating to health and safety
- Dissemination of health and safety information to staff.
- The receipt of accident, incident and near miss forms and checking that they are fully completed.
- Investigating all RIDDOR accidents.
- Ensuring all health and safety policies, procedures and forms remain valid and up-to-date and are used appropriately, ensuring best practice is implemented
- Ensuring defects, unsafe conditions, unsafe acts, hazards and dangerous occurrences are promptly dealt with and, as necessary, discussed with the Senior Leader responsible for Health and Safety.

The Trust contracts external consultancy support through A J Gallagher.

13. Occupational Health

Arrangements' for occupational health and health support are managed by the Trust HR Manager. This includes welfare support, return to work interviews, counselling, ergonomic assistance, pregnancy risk assessments and stress management.

14. First Aiders

First Aider duties are:

- To attend initial and refresher training to ensure their competence remains up to date.
- To administer first aid treatment in accordance with the training provided.
- To conduct weekly checks on the contents of first aid boxes and replenish as necessary.
- To record all treatment administered in the first aid treatment record book

15. Ratification and Signatures

- This policy is required under the Health and Safety at Work 1974.
- Employees are reminded that they have duties under the Act and associated Regulations and Approved Codes of Practice.
- Any breaches of those duties could lead to prosecution of the Trust Board, Local Governing Body or individual employees.
- Failure to comply with safety requirements could also lead to disciplinary action.

Signed



Andrew Kilburn (Chair)

Date

14.07.2020

Signed



Jayne Clarke (Executive Principal)

Date

14.07.2020

Section 3

Health and safety procedures

Each academy will adopt the Trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate procedures, for addressing the following areas:

- 1 Risk Assessments
- 2 Health & Safety Monitoring and Inspection
- 3 Fire Evacuation and other Emergency Arrangements
- 4 Inspection/Maintenance of Emergency Equipment
- 5 First Aid and Medication
- 6 Accident Reporting Procedures
- 7 Health & Safety Information and Training
- 8 Personal safety / lone Working
- 9 Premises and Work Equipment
- 10 Flammable and Hazardous Substances
- 11 Lifting and Handling
- 12 Asbestos
- 13 Contractors
- 14 Work at Height
- 15 Display Screen Equipment (DSE)
- 16 Vehicles on site
- 17 Lettings/shared use of premises
- 18 Minibuses
- 19 Stress/Wellbeing
- 20 Legionella
- 21 Noise
- 22 Vibration