

Health and Safety Policy

Summary

This document tells you how EMAT manages Health & Safety of all stakeholders, including our Statement of Intent and Policy objectives, how Health and Safety is organized, the arrangements for implementing the policy and for measuring performance, monitoring and review of the policy.



If you are unsure about the validity of the content of this policy please refer to the Policy Owner.

Please Note: This policy is applicable to All settings within the Trust.

Policy owner	Audit Committee
Policy holder	David Cousins, Chief Finance Officer
Author	David Cousins, Chief Finance Officer Rebecca Schrooder, Operations Manager
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Approved by

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Introduction

The Eastern Multi Academy Trust (EMAT) Health and Safety Policy is produced in accordance with the requirements of Section 2 (3) of the Health and Safety at Work Act 1974. This Health and Safety policy consists of four Parts:

Part 1 – Statement of Intent and Policy objectives.

Part 2 – Organisation for Health and Safety.

Part 3 – Arrangements for implementing the policy.

Part 4 – Arrangements for measuring performance, monitoring and review of the Health and Safety policy.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the Arrangements section – Part 3.

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PART 1

Statement of Intent and Policy objectives

Eastern Multi Academy Trust acknowledges and accepts the responsibilities placed on us as 'Employer' by the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and accompanying protective legislation, and the Chief Executive Officer and Chair of Trustees recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice for students, staff and visitors.

Eastern Multi Academy Trust considers the health, safety and welfare of students, staff and visitors to be of paramount importance, and that a safe and healthy working environment is a pillar to reaching excellence in all organisational activities across the Trust.

Through the implementation of the Health and Safety Policy, EMAT are fully committed to achieving the following objectives:

1. To provide, as far as reasonably practicable, a safe and healthy working environment, safe premises and facilities for staff, students, contractors and visitors, with the aim to minimise any risk of accidents or damage within the Trust.
2. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them adequately and delegated in their absence.
3. To ensure that staff have access to appropriate training and development to enable them to discharge competently the responsibilities assigned to them.
4. All personnel who authorise work to be carried out at any time should ensure that there are adequate health and safety facilities available especially to those who come into the Academy/Trust to carry out functions not normally done by the personnel already employed by the Trust. This includes teachers, those hiring facilities, day or night, staff of contracted out service providers such as cleaners, catering, grounds maintenance and most definitely those personnel who come onto any trust premises to carry out maintenance or repair work to the buildings, fabric or structure, internally or externally.
5. To have in place arrangements to plan, implement, monitor and review measures to address risks arising from the Trust's activities.
6. To strive to improve continuously the Trust's health and safety performance.
7. To ensure that adequate consideration is given to the protection of the environment.

The Chief Executive Officer and Chair of Trustees seek and expect the full co- operation and support from all Trust stakeholders in order to ensure that the Health and Safety Policy and Arrangements are implemented effectively.

I recognise my responsibilities and undertake to provide and maintain safe and healthy working conditions for all employees under my control.

I further accept that I have a duty of care to other persons (e.g. pupils, parents, visitors and contractors etc.) who may be affected by the work carried out by or on behalf of the Trust.

It is my duty to ensure that all measures so far as is reasonably practicable are taken to prevent injury and ill health by:

- providing and maintaining safe and healthy workplaces, plant and equipment, and ensuring safe systems of work
- ensuring that employees are competent to carry out their tasks and given adequate training
- providing suitable and sufficient information, instruction, training and supervision
- ensuring that measures are in place to control risks arising from work activities
- ensuring that arrangements are in place to disseminate Health and Safety rules
- ensuring that employees are consulted about Health and Safety matters
- providing adequate welfare facilities
- ensuring equal health and safety treatment for all
- ensuring continuous improvement in health and safety standards.

The organisation and arrangements to ensure Health and Safety standards are maintained and improved are laid down in the Trust's Health and Safety Manual. This includes the delegated responsibilities of staff employed by the Trust.

I recognise that the involvement of all employees by means of consultation and discussion with their Employee Representatives and Trade Union Representatives is essential to achieve the above and develop measures to provide adequate standards for health, safety and welfare at work.

Employees have legal responsibilities to take care of the Health and Safety of themselves and others, and to co-operate with management to assist in meeting my responsibilities.

The policy statement will be reviewed regularly.



Paul Shanks
Chief Executive Officer

Health & Safety Policy Statement

Eastern Multi-Academy Trust (EMAT) accepts its duty under the Health and Safety at Work etc Act 1974 and is committed to providing and maintaining safe and healthy working conditions and appropriate welfare arrangements for all of its employees. It also accepts its duties under The Act to other people e.g. students, visitors etc. using its buildings and facilities or affected by activities carried out by or on behalf of the Trust.

Key Responsibilities

The Board of Trustees

- The Trust has in place appropriate arrangements for managing health & safety
- there is an effective and enforceable policy for the provision of Health and Safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.

Chief Executive

- be responsible for ensuring compliance with all Health and Safety legislation affecting the operations and activities of the Trust, including the provision on Academy sites and the Central Team.
- ensure that arrangements for the monitoring and audit of Health and Safety are in place across all Academy sites.
- actively promote a positive health and safety culture in the Trust

Trust Operations

- Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation
- Ensure that the Trust's health and safety policy, statement and manual are reviewed at least once every 3 years

Principals

- Take an active and visible role in the management of health and safety within their academy and promote a positive health and safety culture.
- Ensure compliance with all Trust health and safety policies and procedures

- Ensure that financial and other necessary resources are available to meet health & safety responsibilities.
- Ensure that Heads of Department and all other managers fulfil their role and responsibilities in the effective management of health & safety.
- Be aware of the general requirements of health & safety legislation relevant to the activities and areas under their management and the policies and publications in place to maintain the expected standards of the Trust

Academy Leadership team (including Operations Managers)

- Support the Principal in the duties outlined above

All Employees

- Co-operate with managers to ensure compliance with health and safety legislation
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work
- Use plant, machinery, equipment, dangerous substances and other safety devices in accordance with health and safety information, instruction and training they have been provided with or seek appropriate guidance
- Not misuse or interfere with anything provided in the interests of health and safety at work
- Where an imminent and significant risk to a person's health or safety exists, stop the activity being undertaken and when safe to do so, notify their line manager
- Immediately report accidents, violent incidents, near misses, dangerous occurrences, hazardous workplaces or defective equipment to their line manager

The Trust will take all reasonable steps to prevent injury and ill health by ensuring:

- Safe and healthy workplaces, equipment and procedures
- Adequate welfare facilities and arrangements
- Suitable and sufficient training, information, instruction and supervision
- Continuous improvement in health and safety standards
- A positive health and safety culture is in place across the Trust
- Consultation with employees and trade unions' accredited safety representatives on matters that significantly affect the health, safety and welfare of employees and others
- This policy is brought to the attention of all employees
- Provision of sufficient resources to meet the requirements of this policy

Paul Shanks
Chief Executive



Dated:
2nd
March
2022



Julie Perry
Chair of Trustees

PART 2

Organisation and Responsibilities

2.1 The Board of Trustees

To act responsibly in their duties under the Health and Safety at Work etc. Act 1974, the Board of Trustees will ensure that:

- The Trust has in place appropriate arrangements for managing health & safety
- there is an effective and enforceable policy for the provision of Health and Safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation.
- the law and guidance from, but not exclusively, the Department for Education is followed in the policy.

Operational responsibility lies with the Chief Executive Officer and oversight is provided by the Trust Audit Committee.

2.2 The Trust Executive Leadership team

The Chief Executive Officer shall:

- be responsible for ensuring compliance with all Health and Safety legislation affecting the operations and activities of the Trust, including the provision on Academy sites and the Central Team.
- co-ordinate work with the Board of Trustees to achieve the standards and procedures prescribed for Health and Safety.
- ensure that arrangements for the monitoring and audit of Health and Safety are in place across all Academy sites.
- provide the Board of Trustees with an annual report on all matters affecting Health and Safety.
- actively promote a positive health and safety culture in the Trust

The Executive Leadership Team shall:

- Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation.
- Maintain the Trust's Health and Safety Policy, Statement and Manual and ensure they are reviewed at least once every three (3) years.
- Ensure that the Trust has arrangements in place to consult with employees.
- Ensure adequate resources are provided for the Trust health and safety function and any associated activities.
- Promote a positive health and safety culture actively within the Trust.
- Evaluate the need for any additional Health and Safety training for staff and arrange delivery.
- Ensure that a competent person is appointed as the Trust's Health and Safety Officer/Advisor to support Academies in the identification and assessment of risk and ensure action is taken to reduce risks.
- Implement a system to manage safety and ensure compliance.
- Ensure appropriate insurance arrangements are in place.
- Ensure health and safety is a regular part of the agenda at senior leadership team meetings.
- Consult regularly with staff and recognized unions on matters of health and safety.
- Use Trust funding appropriately to support health and safety and estates are safe, secure and compliant.

2.3 The Academy Council will:

- Receive reports on health and safety from the Principal and resulting actions, including reports on accidents, incidents and near misses along with any investigations conducted.
- Appoint a link health and safety academy council member to liaise, support and challenge the academy leadership team to ensure health and safety responsibilities and actions are maintained.
- Approve local arrangements for fire and emergency evacuation procedures.

2.4 The Principal of each Academy will:

- Take day-to-day responsibility for all health and safety matters in the operation of the Academy
- Ensure the Trust's Health and Safety Policy and Health & Safety Manual are communicated to and understood by all staff.
- Ensure a positive health and safety culture is established and maintained.
- Produce for approval and adoption local fire and emergency evacuation procedures.
- Ensure that all new staff, including all existing staff in new Academies, complete appropriate health and safety training as part of an induction programme.
- Ensure staff understand their responsibilities under the Policy and appropriate training is put in place to support that.
- Together with Academy staff, assess and control the risks to health and safety of all persons within the Academy and any other Academy-related activities, wherever they are undertaken.
- Ensure that all accidents, incidents and near misses are recorded and that any potentially reportable RIDDOR accidents are forwarded to EMAT Executive Leadership Team, in the first instance.
- Ensure that all violent incidents are recorded and that details are made available to the Trust as required.
- Be responsible for activities organised on behalf of the Academy but being undertaken away from the Academy site e.g. off-site visits, sporting activities etc.
- Ensure appropriate defect and maintenance reporting processes are in place.
- Ensure all statutory compliance work is undertaken for the Academy and servicing and maintenance is undertaken and recorded.
- Undertake regular site inspections with the site supervisor/operations manager to ensure it is safe and secure.
- Raise with the Trust Executive Leadership Team any serious issues and seek support where appropriate for advice and guidance or funding support for improvement projects.
- Ensure appropriate procedures are in place to ensure visitors, volunteers including work placements and contractors are aware of, and abide by, the health and safety policy and procedures.
- Ensure internal arrangements are in adequate for first aid, mental health first aid and pupils with medical conditions.
- Delegate appropriate tasks to the site supervisor/operations manager and engage suitable contractors where appropriate.

2.5 Each Academy Leadership team (including Operations Managers) will

- Support the Principal in the duties outlined above

- Operationally manage the health and safety of the Academy and be active in monitoring health and safety.
- Be proactive in identifying where improvements can be made.
- Pass on health and safety issues to and from team meetings as required.
- Induct all new staff to ensure they understand their responsibilities under this policy and others.

2.6 All employees and staff are required to as part of the Health and Safety at Work Act 1974:

Section 7 - To take reasonable care for the health and safety of him/her self and others who may be affected by his/her acts of omissions. To co-operate with his/her employer in matters relating to health and safety to enable the employer to comply with requirements.

Section 8 - Duty not to misuse or interfere with anything provided in the interests of health and safety or welfare (not restricted to employees).

Employees and staff are required to:

- Take responsibility for their own Health and Safety.
- Be conversant with the Health and Safety Policy and their responsibilities under it.
- Be fully conversant with emergency procedures and take appropriate action.
- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off site activities.
- Report immediately any defects or issues they observe particularly if they present any serious or immediate danger.
- Take action to stop any activity which is dangerous or could cause a risk to others.
- Ensure they use equipment provided appropriately and line with the instructions and/or training given and use PPE if required.
- Not misuse anything which has been put in place for health and safety reasons.
- Co-operate with the employer or other parties in order to improve health and safety.
- Take responsibility for good housekeeping in the area within which they work.
- Report all accidents, incidents and dangerous occurrences in accordance with company guidelines.

2.7 Training

The Chief Executive Officer, along with Senior Leaders and Managers of each Academy under its overall jurisdiction are committed to involving employees at all levels in the maintenance of Health and Safety standards by supplying appropriate training and development to enable employees to discharge competently the responsibilities assigned to them. External Health and Safety Consultants may be used to provide professional health and safety advice if required

PART 3

Arrangements for implementing the policy

The following procedures and arrangements have been adopted to ensure compliance with the Trust's Statement of Intent.

In order to deliver the Health and Safety policy, each Academy will follow the Trust's Health and Safety Manual. The manual is available to all staff on SharePoint, an internet based file management system. The manual contains policy documents, information, guidance, forms and generic risk assessments.

Health and Safety for off-site visits, including associated policies, information, guidance and risk assessments, are managed through an internet based software tool (EVOLVE).

Compliance, monitoring and planned preventive maintenance checks for each academy will be recorded on the Every compliance system (internet based software).

3.1 Risk Assessments

Risk Assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999, although most aspects of health and safety and the legislation require a risk assessment approach.

All risk assessments should be completed following guidance provided in the EMAT Health & Safety Manual – Risk Assessments. All risk assessments will be accessible to those who need them. They should be stored within the online school facilities folder and should be reviewed as required.

Curriculum lesson planning/schemes of work documentation will form, in part, risk assessments. In addition, specific risk assessments for activities will be undertaken as required. Risk assessment templates for most activities are available via the EMAT Health & Safety Manual; these should be adapted to schools' specific requirements.

3.2 Fire Safety

A fire risk assessment will be carried out and local fire safety procedures developed following guidance provided in the EMAT H&S Manual - Hazardous substances, Electrical Safety, Hot working & Fire. The FRA should be stored within the online school facilities folder and should be reviewed annually.

3.2.1 Emergency Procedures – Fire & Evacuation

Following guidance and templates provided in the EMAT H&S manual, each setting will produce its own detailed fire plan to include emergency evacuation. Each academy's critical incident and business continuity plan will include emergency procedures to follow in case of fire or other emergency. Both the academy fire plan and localized critical incident plan will be stored within the online school facilities folder and should be reviewed annually.

3.3 Safe Working Practice

Safe working practices are essential to provide guidance on how to implement health and safety arrangements in specific circumstances. This section of the policy and accompanying guidance in the EMAT H&S Manual covers arrangements for:

3.3.1 Manual Handling

3.3.2 Working at height

3.3.3 Safe use of Ladders

3.3.4 Lone working

3.3.5 Computers & workstations (Display Screen equipment)

3.4 Hazard Control

Identifying and control of specific and general hazards are key to mitigating against risk. This section of the policy and accompanying guidance in the EMAT H&S Manual covers arrangements for:

- 3.4.1 COSHH & Radiation sources
- 3.4.2 Management of Asbestos
- 3.4.3 Legionella
- 3.4.4 Gas Safety
- 3.4.5 Electrical safety
- 3.4.6 Safe Plant and Equipment
- 3.4.7 Workplace safety
- 3.4.8 Pregnancy & new mothers
- 3.4.9 PPE

3.5 Health & Safety Training

Training of staff and identifying gaps in knowledge is key to improving health & safety provision. EMAT are committed to involving all employees at all levels in the maintenance of Health & Safety standards by supplying appropriate training and development to enable employees to discharge competently the responsibilities assigned to them.

This section of the policy and accompanying guidance in the EMAT H&S Manual covers arrangements for:

- 3.5.1 Training Records & Training Needs Identification
- 3.5.2 Induction
- 3.5.3 Strategic H&S Management and Premises Management Training
- 3.5.4 Curriculum/Subject Specific Health and Safety Training
- 3.5.5 Occupational Risks

3.6 Site Management

Arrangements for the safe management of academy sites is covered in the EMAT H&S Manual for the following areas. Each academy will have localised procedures published within their online school facilities folder and these should be reviewed annually.

- 3.6.1 Incident/Accident & Near Miss Reporting and Investigation
- 3.6.2 First Aid
- 3.6.3 Supporting Pupils with Medical Conditions
- 3.6.4 Site Security and Visitors
- 3.6.5 On-Site Vehicle Movements
- 3.6.6 Selection and Management of Contractors (inc permits to work)
- 3.6.7 Smoke Free

3.6.8 Covid 19

3.7 Educational Visits

Educational visits, including residential visits and any school-led adventure activities, will be organised following the EVOLVE system provided by Norfolk County Council.

Specific arrangements for the safe management of educational visits is covered in the EMAT H&S Manual.

3.7.1 Minibuses & Driving for work

Principles for use or hiring of vehicles for transportation of students, along with arrangements for staff driving for work purposes (whether own vehicle or otherwise) is covered in the EMAT H&S Manual.

PART 4

Audits and Monitoring

Arrangements for measuring performance, monitoring and review of the Health and Safety policy and procedures at Trust and local level to ensure safe working practices and compliance will be conducted at least annually.

There are different levels of audits and inspections which will take place.

There will be an annual health and safety audit undertaken by an external company which provides a report with areas identified to be addressed. There will also be an annual Fire Risk Assessment undertaken as a legal requirement and also to identify work needed.

There will be a condition survey every 5 years on each Academy to set out the condition of the estate and major works needed in the following years.

There will be annual inspections, planned preventative maintenance and compliance work undertaken to ensure the health and safety of each Academy. All inspections, PPM and compliance audits will be recorded on the Every profile for each school. The Principal has overall responsibility for this monitoring, and the oversight of monitoring for all Trust academies will be held by the Executive Leadership Team.

The Principal will inspect the site with the Operations Manager/site officer on a regular basis and identify any actions necessary.

Termly, Teachers should complete the checklist for a room they are responsible for (in secondaries Heads of Department may allocate these) and identify any concerns. These will be collected and collated by the Academy Operations Manager to compile and identify any work for the site officer or instruct external contractors.

There may be other periodic audits and inspections undertaken for specific reasons.

The Principal is responsible for ensuring the remedial work is undertaken and will work with the Trust on projects which require support from the Capital project fund.

4.1 Policy Review

This Health and Safety Policy is to be monitored and reviewed on a regular basis, at least every 3 years.

There are several reasons to review the Health and Safety policy such as, but not limited to:

- Significant organisational or estate changes have taken place.
- There have been changes in key personnel.

