

# Health and Safety Policy

**History of document: To be reviewed annually and re-approved by the Trust Board every three years, or sooner if deemed necessary.**

Version	Author	Date written	Approved	Note of Revisions
V1	C.Burt	19 Jun. 2018	10 Jul. 2018	
V2	L.Claringbold	20 Apr. 2021	06 Jul. 2021	Reviewed alongside the NY HandS model policy on which this policy is based.  No changes

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## 1. Policy Statement and Aims

Yorkshire Causeway Schools Trust (YCST) recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by Trust activities.

YCST's commitments are:

- To prevent injury and ill health associated with Trust's activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve the Trust's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- To set health and safety objectives and monitor their achievement

The Trustees are committed to integrating health and safety into decision-making and risk management processes within the Trust and its schools. The Trustees, together with the Leadership Team, will ensure the effective leadership of health and safety for the Trust and others affected by the Trust's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. We regularly review these assessments, to ensure that the Trust complies with legal requirements and strives to achieve best practice.

We will maintain arrangements to consult employees, trade union representatives and others who may be affected by Trust activities, to encourage a joint approach to the management of health, safety and welfare.

The Trust expects all employees, and those undertaking work on behalf of, or in partnership with, the Trust to take reasonable care of their own health and safety, for the health & safety of others and to co-operate with the Trust in the performance of its moral and statutory duties.

The Trust will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

This Policy should be read in conjunction with each individual school's Health & Safety Statement which covers, in greater detail, the actual arrangements/responsibilities in place for each of the following key areas:

- Responsibilities
- Health & Safety Risks
- Consulting with employees
- Safe Plant & Equipment
- Safe Handling & Use of Substances (COSHH)
- Information, Instruction & Supervision
- Competency & Training
- Accidents, Incidents, First Aid and Work-Related Ill Health
- Monitoring
- Asbestos Risk Management
- Legionellosis Minimisation
- Work At Height
- Educational Visits
- Emergency Procedures – Fire & Evacuation
- Other Associated Policies; such as Premises Management

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#)<sup>1</sup> and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings

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<sup>1</sup> <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#)<sup>2</sup> when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

#### 3.1 The Trust Board

The Trustees have ultimate responsibility for health and safety matters in Trust schools, but will delegate day-to-day responsibility to individual school Local Governing Bodies and Headteachers.

The Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

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<sup>2</sup> <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

### 3.1.1 Local Governing Body

The Local Governing Body are responsible for the effective leadership of health and safety within their School. The Local Governing Body will carry out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of the Individual School, of its values and performance standards;
- Ensure that individual Schools have a clear management structure and that health and safety responsibilities are effectively communicated and included in job descriptions;
- Ensure that there are adequate and appropriate arrangements to encourage the trust, participation and involvement of all employees on health and safety issues;
- Ensure there are adequate arrangements so that the required health and safety information is shared between those that need it;
- Ensure that there are systems and arrangements to secure the competence and capability on health and safety related matters of all employees and others who are part of the conduct of the Schools' undertakings;
- Provide visible leadership on health and safety to head teachers by setting and reviewing targets for achieving improvements in health and safety performance including conducting Termly Visual Inspections;
- Approve the Schools health and safety action plan and monitor its implementation;
- Ensure that adequate resources are made available to achieve high standards of health and safety performance;
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports including reviewing accident, incident and near miss reports on a termly basis;
- Keep health and safety performance under review at Local Governing Body meetings and ensure a formal annual review is carried out;
- Consult the HandS Service and others to monitor the need for further health and safety measures.

### 3.2 Headteacher

Headteachers are responsible for the effective implementation of this health and safety policy and associated management systems in all Trust Schools. They are responsible for ensuring that staff are aware of their responsibilities for implementing the day-to-day operation of all health and safety systems and procedures within their schools. In addition to these general duties, they will carry out the following:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values and performance standards in their schools;
- Ensure that their school has a clear management structure and that health and safety responsibilities are effectively communicated;
- Provide visible leadership on health and safety to staff by setting and reviewing targets for achieving improvements in health and safety performance;

- Oversee implementation of the health and safety action plans and monitor their implementation;
- Ensure that adequate resources are made available to achieve high standards of health and safety performance;
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports;
- Ensure that arrangements are in place so they are advised of any accidents, incidents and health and safety issues occurring in the school;
- Keep health and safety performance under review and play a full and active part in the review process at School Improvement/Leadership Group meetings;
- Ensure that all employees have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimize these risks;
- Ensure that health and safety issues are taken into account in all lesson plans;
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction to be rectified where practicable;
- Monitor the need for any further health and safety measures, instruction and training;
- Provide effective leadership on health and safety to their staff by setting and reviewing targets for achieving improvements in health and safety performance;
- Consult the HandS and others who may assist with monitoring the need for further health and safety measures.
- Ensure that contracts are in place for building maintenance including the inspection and testing of equipment in the premises e.g. boilers, electrical, fire equipment, gas, lifts, etc.
- Ensure suitable arrangements are in place at the premises for the management of contractors and construction projects on site;
- Maintain suitable arrangements in the premises to manage any asbestos present in the building;
- Maintain suitable arrangements in the premises to manage any legionella risk in the building;

### 3.3 NYCC HandS Service

The Trust has appointed the NYCC HandS Service as their competent person in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999. HandS Service provides strategic health and safety advice and support to the Schools, Trustees, LGBs, Headteachers and employees of the Trust. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the HandS Service relieve either managers or supervisors of their operational health and safety responsibilities.

The HandS Service carries out the following duties:

- Work in partnership with Individual Schools to develop an annual health and safety action plan by undertaking the Annual Review Checklist for each school;
- To escalate or report as appropriate any failure to implement the health and safety plan to the LGB and/or Trust Board;
- To contribute to, and engage in, the development of policies and procedures relating to health and safety;
- Develop and advise on the implementation of health & safety policy, procedures and management systems for existing and new activities;
- Support and empower headteachers to develop and implement effective health & safety risk management in their individual schools;
- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety;
- Advise on the development of health & safety action plans, including the setting of realistic short-term and long-term objectives by conducting an annual Premises Inspection;
- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of the Trust;
- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures;
- Advise on health & safety training for staff and ensure it is appropriate for their duties and responsibilities;
- Conduct an annual fire risk assessment for each school;
- Ensure appropriate health and safety signs and information is displayed;
- Ensure suitable first aid arrangements are maintained at the premises;
- Ensure emergency procedures are developed and periodically tested for the premises;
- On multi-occupancy sites ensure that, there is co-operation and co-ordination of health and safety arrangements between all parties;
- Ensure that suitable and sufficient risk assessments are carried out in each school. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is a significant change) and modified if necessary;
- Co-ordinate the accident/incident reporting, recording and investigation system. Completed ARF1 forms to be sent to NYCC for reporting to the HSE on the Trusts behalf;
- Report to management on health & safety performance and standards;
- Provide the main point of contact and maintain professional working relationships with health and safety enforcing authorities;
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.

### 3.4 All Employees, Trainees, Supply Staff & Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Trust's disciplinary procedures. In particular, all employees, trainees, temporary workers and volunteers are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work;
- Co-operate with all headteachers and the HandS Service on health and safety matters;
- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention;
- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them;
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager;
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare;
- Report any accident/incident or near miss to their headteacher (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on Trust premises, sites or affected by Trust activities, which comes to their attention;
- Report to their headteacher any work situation they consider to represent a serious and immediate danger to health and safety, or any other relevant matter that they consider to represent a shortcoming in current arrangements for health and safety;
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations, lockdown etc.

### 3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### 3.7 Trade Union safety Representatives

Trade Union Safety Representatives are consulted where appropriate on matters affecting the health and safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trades Unions on health and safety takes place at individual school level through the various risk management and health and safety groups.