

# South Bank Multi Academy Trust

---

## Health & Safety Policy

Approved by Trustees:	December 2022
Review Timetable:	1 year
Renewal Date:	December 2023

---

### **STATEMENT OF INTENT**

As a responsible employer, South Bank Multi Academy Trust (SBMAT) believes that the Health, Safety and Welfare of all its employees is a core management function and central to the overall effectiveness of the Trust.

The Trust is committed to:

- Reducing accidents and work-related ill health to as low a level as reasonably practicable.
- Ensuring compliance with statutory requirements as a minimum standard.
- Ensuring each school has a Health & Safety Governor and Health & Safety staff representative.
- Assessing and minimising risks from work activities on and off school premises.
- Providing a safe, healthy and secure working and learning environment for staff and pupils.
- Ensuring safe working methods and providing and maintaining safe working equipment.
- Providing appropriate health and safety information, instruction, supervision and training.
- Ensure staff are competent to do their tasks.
- Consulting with employees and their representatives on health and safety matters.
- Monitoring and reviewing our risk assessments and control measures to ensure they are effective and develop a culture of continuous improvement.
- Engaging a competent external health and safety provider.
- Ensuring adequate welfare facilities exist throughout the Trust for all.
- Ensuring adequate resources are made available for effective health and safety risk management.
- Learning from our - health and safety experiences and sharing learning opportunities across the Trust and to implement controls where appropriate.

- Selecting and engaging competent contractors who work safely.
- Providing adequate first aid cover and occupational health support.
- Ensuring that the level of Health and Safety performance across the Trust is consistent with best practice in education.
- Ensuring that the importance of safety is shared with contractual workers and visitors to the Trust.
- Ensuring full co-operation with key partners, such as Trade Unions, City of York Council, public bodies, other local employees and any regulatory bodies.
- Ensuring that policy and procedure is regularly revisited and revised, so that documents are current, reflect recent experiences and advice, and are fully understood by all employees.

**Signature of Chair of the  
Trust Board**



**Ian Wiggins**

**Signature of the  
Chief Executive Officer**



**Mark Hassack**

## **1 INTRODUCTION & LINKED POLICIES**

- 1.1 This policy sets out procedures and guidelines that enable each school within the Trust to demonstrate that they comply with the Health & Safety at Work etc Act 1974 and the regulations made under this Act. This includes the Management of Health and Safety at Work Regulations 1999, including the requirement for employers to take all reasonable steps to ensure that staff and pupils are not exposed to unnecessary risks to their health and safety. This applies to activities on and off the school sites.
- 1.2 The procedures and guidelines set out in this policy also ensure that the health and safety of all visitors to the site is taken into account.
- 1.3 This policy and its procedures should be applied in addition to and alongside the following policies:
- Safeguarding & Child Protection
  - Business Continuity / Critical Incident & Recovery Plan
  - Staff Code of Conduct
  - Safer Recruitment
  - School Behaviour Policies
- 1.4 Schools that use other sites and facilities (e.g. sports centres) should have locally based risk assessments and/or health and safety policy/procedure for the use of these premises in place. However, it should be acknowledged that the premises operator has overall responsibility for the health and safety management of the building and maintenance of their equipment.

## **2. PURPOSE**

- 2.1 South Bank Multi Academy Trust (SBMAT) has a responsibility to manage and reduce all significant organisational risks to ensure a safe working environment for all staff, pupils and visitors.
- 2.2 This policy applies to all staff employed by the SBMAT.
- 2.3 This policy requires each school to understand and follow the following four steps for the appropriate management of risk:
- i. Identify the potential for risk;
  - ii. Introduce measures to manage risks;
  - iii. Inform employees about the risks and measures taken to manage them;
  - iv. Ensure employees receive adequate training on health and safety matters.

## **3. ORGANISATION**

### **3.1 THE TRUST BOARD**

As the employer, the Trust has overall legal accountability for the health and safety of its employees and others, and is responsible for making sure that risks,

particularly the risks to staff and pupils, are managed so far as is reasonably practicable. It creates and manages the structure of health and safety across the Trust and whilst the schools are delegated the responsibility for the day to day management of Health & Safety, **overall legal accountability cannot be delegated and remains the responsibility of the Trust.**

### 3.2 **CHIEF EXECUTIVE OFFICER (CEO)**

In line with delegation from the Board of Trustees, the CEO is responsible for supporting the Trust Board in meeting its accountabilities through establishing a framework for the management of Health & Safety across the Trust. In addition to having operational responsibility for Health & Safety matters relating to the Trust's central team members.

### 3.3 **LOCAL GOVERNING BODY**

The Local Governing Body, is responsible for ensuring that local Health & Safety policy and procedures are in place and adhered to. Each LGB is expected to appoint a **HEALTH AND SAFETY GOVERNOR** to take a lead role and be involved in Health & Safety inspections. LGBs (or a sub-committee thereof) should discuss Health & Safety matters as a standard agenda item termly. The governing body have a key part to play in helping the school to get the balance right on managing risk.

### 3.4 **HEADTEACHER**

The Headteacher has responsibility for Health & Safety on a day-to-day basis, and for all activities carried out on or off their site. They are responsible for:

- Implementing the health and safety policy.
- Ensuring there is enough staff to safely supervise pupils.
- Ensuring that the school building and premises are safe and regularly inspected.
- Providing adequate training for school staff.
- Reporting to the CEO on health and safety matters.
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
- Ensuring all risk assessments are completed and reviewed.

### 3.5 **SCHOOL BUSINESS MANAGER**

Within the Trust, the School Business Manager is a clearly identified contact point for ensuring a consistent approach to Health & Safety matters within the school.

They may have delegated responsibility for co-ordinating Health & Safety matters, risk assessment, registers, keeping up-to-date with advice on Health & Safety matters, actioning reports of faults and other matters requiring attention, and so on.

### **3.6 HEADS OF DEPARTMENT**

Within secondary schools, Heads of Department have expertise in their topic areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department

### **3.7 STAFF**

All staff play an important part in sensible health and safety management in schools. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces. Employees are required by law to have regard to their own health and safety and that of others affected by their work. They must cooperate with the employer on health and safety matters, perform their duties in accordance with training and instructions and inform their employer of any situation in work that represents an immediate serious danger so that appropriate action can be taken. Teachers and other staff in schools, when in charge of pupils, have an additional, common law duty to act as any prudent parent would. Staff should model safe and hygienic practice for pupils and understand emergency evacuation procedures and feel confident in implementing them.

### **3.8 SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

School Health & Safety reps undertake a role representing the views of their colleagues on Health & Safety matters, and have functions given by law. Trade union-appointed health and safety representatives have functions set out in the Safety Representatives and Safety Committees Regulations 1977, whilst other representatives of employee safety have their functions set out in the Health and Safety (Consultation with Employees) Regulations 1996. If a school does not have a nominated Health & Safety Representative, a general workplace representative may undertake the role of representing the views of their members on Health & Safety matters as part of a wider remit.

### **3.9 PUPILS, STUDENTS AND VISITORS**

All site users are expected to follow the Trust's/school's policies and procedures as advised to them, and to take reasonable care of themselves and those around them.

### 3.10 **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.

### 3.11 **NYCC HEALTH AND SAFETY (HandS) TEAM**

NYCC HandS have been contracted to provide a health, safety and risk management package to schools and to act at the Trust's "competent person". They provide annual Health & Safety audits and RAG rated action plans. Each school has access to advice and support by telephone and HandS specific guidance, documents, checklists and templates. An overview of the school site audit reports and required actions will be presented to every Finance & Audit Committee meeting.

Each school will record any accident that occurs on school premises or on an offsite event organised by the school. Serious incidents are reported on NYCC's Health and Safety portal and/or immediately via telephone dependent on the nature of the incident.

NYCC HandS will contact the school and report on the school's behalf any accident/incident that is reportable to RIDDOR and/or to the Health and Safety Executive.

## 4. **ROLES & RESPONSIBILITIES**

4.1 Each school will clearly identify the named person(s) for the following discrete responsibilities (see Health & Safety Responsibility Chart in the school):

- Site Manager / Senior Site Manager
- Site Asbestos Liaison Officer (SALO)
- Site Legionella Representative (SLR)
- Responsible person for Fire Safety
- First Aider(s)
- Educational Visits Co-ordinator
- Risk Assessment Manager
- Designated Safeguarding Officer
- Medical Needs Manager
- Display Screen Equipment Assessor

4.2 Training will be provided for the above named persons to undertake their role and responsibilities.

4.3 Named individuals will be identified individually and visibly in the school's entrance area.

4.4 The key functions of these individual roles are set out in the Health & Safety Staff Responsibility Chart and will be incorporated into the relevant Job Descriptions.

## **5. TRAINING**

5.1 The Trust Board and the CEO will consider Health & Safety training on an annual basis, focusing on mandatory training as a priority.

5.2 All new employees will receive Health & Safety Induction training. This will constitute familiarisation of their premises layout, including the location of all relevant health and safety items (e.g. fire exits) and local arrangements.

5.3 All staff must be made aware of the content of this Health & Safety Policy and relevant local policies and supporting procedures.

5.4 All training records will be maintained to ensure that training is up to date and appropriate for any extra duties or responsibilities undertaken.

## **6. MANAGING A CRITICAL INCIDENT**

6.1 The Trust has agreed a separate Business Continuity Plan, which sets out how any critical incident impacting on an individual school would be managed.

6.2 Within the Business Continuity Plan, each school has identified the specific procedures it would implement in the case of individual disaster scenarios.

## **7. ARRANGEMENTS**

In line with this policy, individual schools will use the proformas and guidance from the NYCC HandS service for the safety management of:

- Adverse Weather
- Asbestos
- Construction design Management (CDM)
- Contractors
- Display Screen equipment (DSE)
- Educational Visits
- Electricity at work
- Evacuation Plans
- Fire Prevention and Control
- First Aid
- Flammable Liquids
- Food Safety
- Gas
- Hand Arm Vibration
- Hazardous Substances (COSHH)

- Incident reporting and Investigation
- Infection Control
- Lockdown
- Lone working
- Manual Handling
- Medical Needs and Medicines
- New and Expectant Mothers
- Noise
- Occupational Health
- Permits to Work
- Personal Protective Equipment (PPE)
- Pressure Systems
- Risk assessment
- Site Security
- Slips, Trips and Falls
- Smoking
- Staff Welfare
- Stress
- Suspicious packages and Bomb threats
- Training and Instruction
- Use of Resources, Substances and Equipment
- Violence and Aggression
- Visitors to the School
- Water Systems (including Legionella)
- Work equipment
- Working at Height
- Workplace Inspections
- Workplace Transport