



# HEALTH AND SAFETY POLICY

**2022/2023**

# Statement of Local Health and Safety Intent

Good health and safety management will be an integral part of the operation of The Moorlands Primary Federation, the Executive Principals, Chair of Trustees, School Leaders, employees, partners, CEO and all other people with whom we do business.

The Trust Leadership Team (TLT) will strive to achieve the highest standards of Health, Safety and Welfare consistent with their responsibilities under the Health and Safety at Work Act etc.1974 and other statutory and common law duties.

We will:

- ❖ Plan for health and safety within our Trust improvement plans.
- ❖ Ensure any relevant safety actions are included during the staff appraisal process.
- ❖ Develop and maintain local arrangements and procedures that interpret health and safety legislation and guidance that apply to this Trust.
- ❖ Review all progress against our plans and take appropriate action.
- ❖ Provide an environment in which staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- ❖ Assess and control risks to all staff.
- ❖ Monitor accident trends/data throughout the Trust to further inform the health and safety aspects of the improvement plan.
- ❖ The Trust will expect employees to show a personal concern for their own, pupils' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Mr J M Eccles

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Signed (CEO/Executive Principal)

Date.....

Mr N Chesters

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Signed (Chair of Trustees)

Date.....

## Health and Safety Policy

Good health and safety management will be an integral part of the operation of The Moorlands Primary Federation, the Executive Principal, Chair of Trustees School Leaders, Employees, Partners, CEO and all other people with whom we do business.

The Trust Leadership Team and School Leaders will ensure as a minimum compliance with all relevant legislation and approved codes of practice. The Trust Leadership Team will be supported in this by Health and Safety Advisors. Where statutory standards and requirements are not in place, the Trust Leadership Team will endeavour to ensure best practice standards are developed and implemented.

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

### **The Aim of the Policy is to:**

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

All members of staff should be vigilant to health and safety risks act in a way to keep themselves and others safe. The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### **CEO/Executive Principal**

- the production of a Health and Safety Policy, to be reviewed as required;
- ensuring that the requirements of health and safety legislation are met, and to promote best practice;
- ensuring that each school budget is managed on a risk priority basis, so that health, safety and welfare is maintained;
- ensuring that effective health and safety planning and target setting takes place within each school and that regular monitoring, audit and review of health and safety performance is undertaken;
- ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
- ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- ensuring effective communication with the school leadership team, staff, parents/carers and pupils in respect of health and safety matters;
- ensuring that adequate resources are made available to ensure effective health and safety management and training.

In practice, the CEO/Executive Principal will delegate the functions necessary to discharge these responsibilities to the School Leaders and other senior leaders of the Trust or schools; however, they will ensure that they have adequate monitoring of these functions in place.

### **The Trust Board**

The responsibility for ensuring that health and safety procedures within the Trust are adequate rests with the Trust Board. They will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular, the Trust Board will:

- Make arrangements to ensure that the schools comply with all relevant legislation particularly the Health & Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
- Ensure that the School Leader, as the key manager for health and safety, carries out the appropriate responsibilities.
- Ensure a safe environment for pupils, staff, visitors and other users of the premises.

### **School Leaders**

The School Leaders will:

- Communicate with the CEO whether the school budget is adequate so that health, safety and welfare are maintained.
- provide an effective risk management process.
- conform to statutory regulations and codes of practice and guidance and to best practice.
- take account of individual personal requirements, such as special educational needs and disabilities and those who have English as an Additional Language (EAL).
- pay particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks.
- ensure that accidents, incidents of aggression, 'near miss incidents' and ill health conditions are investigated and reported according to the Trust procedures as well as legal requirements.
- carry out investigations of all accidents and incidents in order to identify any measures necessary to prevent a recurrence.
- provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their responsibility.
- ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities.
- ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.
- ensure that health and safety responsibilities are identified within job description as required.
- evaluate, monitor and review local health and safety arrangements and performance formally once a year, or where there are significant changes to legislation, or following an accident/incident or organisational changes.

- consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work can be effectively dealt with.
- arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties.
- ensure that the Chair of Trustees and the CEO/Executive Principal are informed of any breach of health and safety statutory requirements, which cannot be effectively dealt with.
- ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term.
- implement CDM (Construction Design and Management) procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by any external advisors.
- ensure that all welfare facilities are provided and maintained to an appropriate standard.
- ensure that this policy is communicated/available to all employees and others operating at the school site.
- ensure a process whereby health and safety checks (including, but not limited to fire alarms and fire-fighting equipment) are undertaken at relevant intervals either by self or assigned to colleagues.
- Ensure all fixed and portable electrical systems are tested annually or as appropriate.
- Ensure that contractors on site follow safe working practices. SL and admin
- Ensure that regular health and safety inspections are carried out, on a formal and informal basis.
- Endeavour to facilitate the completion of tasks on the action plans.
- Timely record-keeping.

### **School Leadership Teams**

Each leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the School Leader:

- ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- ensure that health and safety is considered in routine meetings with staff.
- identify any employee health and safety training needs and ensure that these are communicated to the School Leader.
- ensure that any new staff receive specific health and safety induction training and record that this has been done.
- take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety.
- ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the School Leader.
- ensure that the School Leader is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by the leadership team.
- ensure that all defective equipment or plant is taken out of use until repaired or

replaced.

- ensure that protective clothing or equipment is issued and used when necessary.
- ensure that all areas of work are maintained to a high standard of housekeeping.
- respond appropriately to all hazards brought to their attention by employees.
- undertake appropriate health and safety training courses.

### **The Site Technicians/ Supervisors**

Will assist the CEO/ Executive Principal and School Leaders to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors. Other duties include:

- Co-operate with the School Leader and Deputy Trusty Business Manager and ensure that they effectively monitor the condition of the premises.
- Report defects so that appropriate remedial action can be taken by them or external specialists.
- Ensure that all fabric, fixtures and fittings on site are maintained and in a safe and secure condition.
- To be available for day-to-day references on safety and give advice or indicate sources of advice.
- Ensure that contractors on site follow safe working practices. AL and admin
- Ensure that regular health and safety site inspections are carried out.
- Ensure all works are undertaken safely.
- Ensure testing of specific areas communicated/assigned by School Leaders (including via the administration team).
- Accurate record-keeping.
- To maintain a system to ensure that accidents and hazards are recorded, reported as appropriate and that appropriate remedial action is taken.

### **Educational Visits Co-ordinator (EVC)**

Follow guidance provided by the Outdoor Education Advisors Panel – National Guidance.

- ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- undertaking the functions outlined in the DFE publication “Health and safety of Pupils on Educational Visits” and National Guidance for Educational Visits.

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the School Leaders:

- to follow safe working procedures personally.
- to ensure the safety of pupils in classrooms and other areas of the school whilst in their charge.
- to be aware of and to adopt safety measures within their teaching areas.
- to request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
- to make recommendations to the School Leaders regarding the safety of equipment

or tools, in particular any equipment or machinery which is potentially dangerous.

- to be aware of emergency procedures in respect of fire, first aid, accident etc. and to carry them out.

### **Administration team**

Staff working within administration have the following responsibility to assist the School Leaders in fulfilling their duties:

- to follow safe working procedures personally.
- to ensure accurate and organised record-keeping which is made available as appropriate.
- report health and safety incidents to the School Leader as appropriate.
- Communicate any maintenance or repair work to the Trust maintenance and repair schedule (either via the Deputy Trust Business Manager or directly). In the event of an urgent matter – make direct contact with the site technicians or the appropriate expert/specialist body.
- Ensure that the school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment and that all fire escape doors are properly identified and accessible.
- Ensure all fixed and portable electrical systems are tested annually or as appropriate.
- Ensure that contractors on site follow safe working practices. SL and admin

### **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- take reasonable care of their personal safety and that of other persons.
- co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- to use correctly any equipment provided for his/her/their safety.
- report any defective equipment to his/her/their supervisor or other appropriate person i.e., safety representative.
- report accidents or dangerous occurrences at the earliest possible opportunity.
- be familiar with, and observe at all times, all safety policies and procedures.
- take reasonable precautions to ensure the safety of all persons in their charge.

### **Employees, trainees, Trustees and volunteers at each School must:**

- report any hazard or malfunction to their line manager and make this as safe as possible until further action can be taken. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- be appropriately and safely dressed for their particular working conditions;
- conduct themselves at all times in an orderly manner in the workplace and refrain from any form of 'horseplay' or behaviour which may cause risks to self or others;
- use all safety equipment and protective clothing provided as directed;
- avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;



- maintain tools and equipment in good condition, reporting all defects to School Leaders, or Secretaries/Office Managers so they can refer this information to the Health and Safety schedule managed by the Deputy Trust Business Manager;
- report to the School Leader all accidents, incidents of aggression, work-related ill-health and 'near misses';
- attend and engage with appropriate health and safety CPD as appropriate;
- have knowledge of all processes, materials and substances they use and how to manage the risks of these;
- understand all fire evacuation procedures, the positions of fire safety equipment;
- maintain records as directed by School or Trust Leaders.
- ensure that any extension cables are fully unwound (and safely positioned) before use.
- understand the risk assessments in their areas and comply with the control measures arising from them.

### **The Pupils**

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and others, bearing in mind the age and experience of the pupil;
- Observe standards of dress consistent with safety and hygiene (this precludes unsuitable footwear, knives or other dangerous items).
- Observe the safety rules of the school and in particular the instructions given by staff in an emergency:
- Use and not wilfully misuse, neglect or interfere with items provided for safety.

### **Arrangements for Health and Safety**

The following arrangements will be adopted to ensure that each School Leader fulfils their responsibilities and provides the foundation for securing the health and safety of employees, and all users of the site.

### **Setting Health and Safety Objectives**

The CEO/Executive Principal and the School Leaders will specifically review progress of health and safety objectives at the appropriate meetings. Where necessary, health and safety improvements will be identified and included within each School action plan. Health and Safety Action Plans are available to the Trust Board.

### **Provision of an effective Health and Safety Training Strategy/Plan**

In association with the School Leader, Elite Safety in Education (the Trust Health and Safety partner) will produce a Health and Safety Training Plan on an annual basis if there are risks identified to ensure whole School training.

### **Provision of and effective Joint Consultative Process**

The Committee responsible for Health and Safety will meet at least annually. They will ensure that concerns are investigated and where necessary addressed within a clear action plan, with identified responsibilities and target dates for action.

### **Specialist Advice and Support**

Specialist advice and support will be obtained from external advisors or nominated



advisors.

### **Establishing Adequate Health and Safety Communication Channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- management meetings and staff meetings at site;
- provision of information relating to safe systems of work and risk assessments;
- communication of advice from Health and Safety Advisors and Educational Officers;
- communication of health and safety bulletins;
- communications with relevant specialist advisors and appropriate Union representatives.

**Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.**

### **Financial Resources**

The C E O / Executive Principal, Trust Business Manager, and Finance and H R C o m m i t t e e will review each school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

### **Monitoring**

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the C E O / Executive Principal and Trust Board on an annual basis, or as required.

### **Health and Safety Action Plan and Objectives**

The Trust will ensure that all health and safety objectives and actions are documented and carried out where possible in a timely manner.

### **Risk Assessments**

Job and specific risk assessments will be carried out by staff within the school in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school (see local arrangements document).

### **Accidents / Incidents**

The School Leaders will ensure that accidents and incidents are reported and monitored in line with the legislation and Trust procedures. Following an incident/accident where a pupil is taken directly to hospital, taken home, is absent from the school, or when an incident/accident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises

problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the CEO/Executive Principal/Chair of Trust Board and/or Health and Safety Advisors for further advice. Appropriate remedial actions will be taken. All such incidents will also be reported to the Trust Board on a termly basis.

### **Third Party Monitoring / Inspection**

The Trust and schools will be subject to third party inspection and monitoring, as follows:

- OFSTED;
- Elite Safety in Education Safety Advisors.

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

### **Employer's Liability**

The schools hold the relevant legal liability insurances.