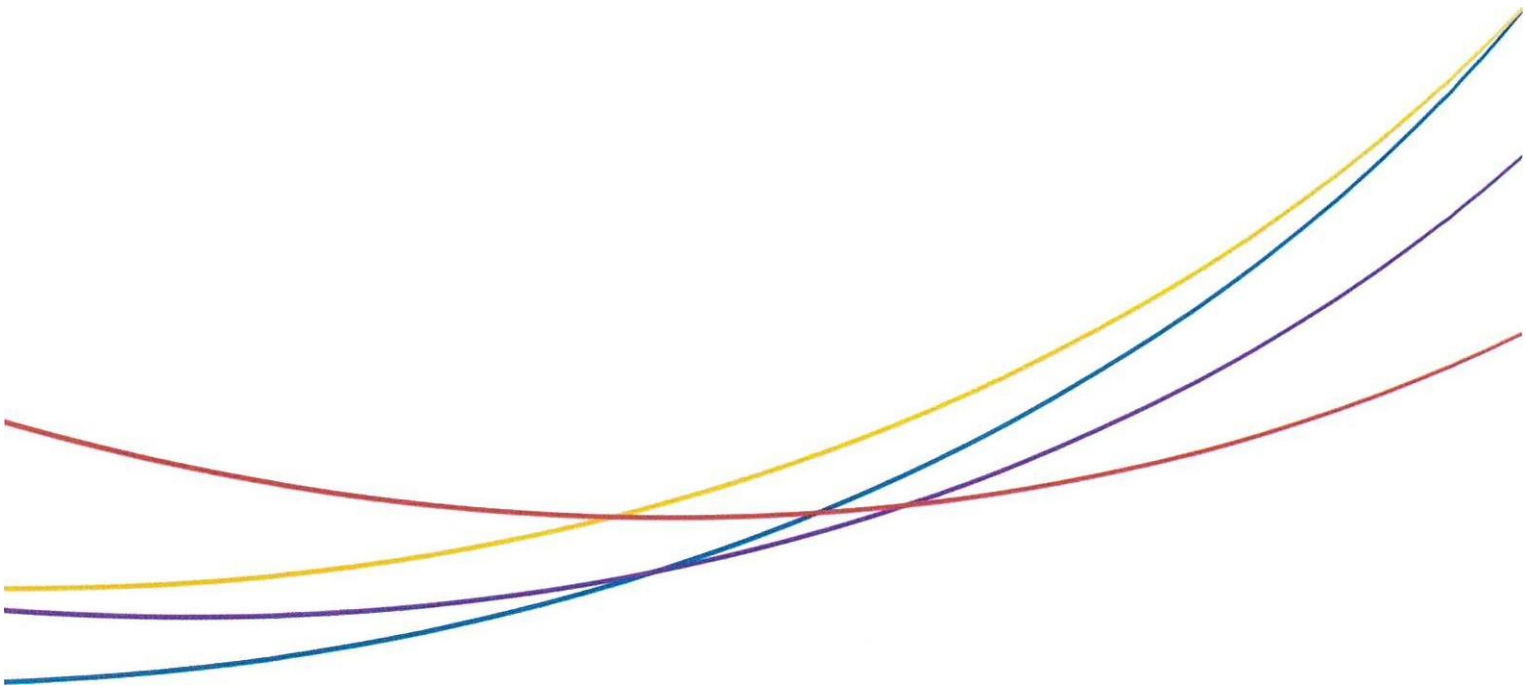


JAMES COOK  
LEARNING TRUST

# Health and Safety Policy

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## 1.Statement of Intent & Introduction

### 1.1 Statement of Intent from the CEO

The James Cook Learning Trust ("the Trust") is committed to providing a safe and healthy working and learning environment for all its employees, pupils, visitors, contractors and other stakeholders, in accordance with its responsibilities under the Health and Safety at Work Act etc. 1974 and subsequent or associated legislation.


The Trust will pay particular attention to:

- providing and maintaining a safe place of work, with safe systems, equipment and environment in which to work and learn; • providing suitable and sufficient information, instruction, training, and supervision to ensure all employees are aware of their responsibilities; • taking positive action to prevent and protect individuals from harm through arrangements for periodic independent review, completing risk assessments and maintenance and inspections; • providing a robust health and safety organisational structure to implement and maintain the highest standards of health and safety policies, procedures, and guidance.
- striving to maintain or improve its arrangements through on-going monitoring and review processes.

The Trust has appointed a health and safety advisor through the Avec Partnership, who acts as the Trust's Competent Person. Where necessary they provide technical advice on health and safety matters and assist employees in their tasks providing legal support and advice on best practice when required.

Health and safety at work is the responsibility of all those at work. James Cook Learning Trust encourages all employees and stakeholders to take an active role in ensuring that a safe working environment is maintained. Communication is considered a vital part of any efficient health and safety management system. Therefore, any stakeholder of the Trust may approach any senior leader on any matter relating to health and safety at any time.

Emma Watson CEO

Signed..........

Date.....18-5-21.....

### 1.2 Purpose and Aims

This Policy sets out the Trust's general approach and commitment together with the organisation and arrangements it has put in place for managing health and safety across the Trust.

In so far as is reasonably practicable the Trust aims to ensure that it:

- Works towards the prevention of occupational injury or ill health to all involved in or affected by the Trust's activities
- Ensure that those using the Trust's premises are not subjected to unacceptable risk as a result of activities of those working for the Trust
- Actively manage health and safety, and to encourage constant awareness amongst all employees with regards to health and safety
- Ensure that contractors and agents on the Trust's premises are aware of and work towards the standards set out in agreed policies and procedures
- Develop and maintain a proactive health and safety culture and set standards for continuous improvement in matters of Health and Safety

### 1.3 Scope

The Health and Safety Policy will be embraced by all stakeholders within the Trust and will set out key responsibilities for nominated post holders.

### 1.4 Policy Review

This policy will be reviewed annually by the Trust Board who hold the overall responsibility for health and safety. This review will be supported by the Trust's health and safety advisor.

## 2. Roles and Responsibilities

### 2.1 The Trust Board

The Trust Board hold the overall responsibility for health and safety. The Trustees recognise and accept their respective responsibilities under the Health and safety at Work Act 1974, and all the supporting regulations in order to provide a safe and healthy workplace for all its employees, pupils and visitors to the Trust's premises.

The Trust Board will ensure the work of the organisation is delivered in accordance with this policy and associated procedures for health and safety and with due regard for any statutory provisions set out in legislation.

The Trust Board will ensure that:

- There exists an up to date and effective policy for health and safety management across the Trust which is supplemented by underpinning policies and procedures as appropriate
- Their employer responsibilities are met, through the appointment of competent person to provide professional advice on health and safety matters
- There are arrangements in place to consult employees about the risks at work and current preventive and protective measures
- There are arrangements in place to assess risks to employees, learners, visitors and contractors who could be affected by their activities
- All employees are given appropriate information and training to enable them to understand and fulfil their responsibilities with regard to health and safety
- Funds are allocated appropriately to meet the requirements of this policy and relevant legislation
- Notification and reporting procedures to the relevant statutory authorities are carried out

- External independent reviews are undertaken on a periodic basis by a competent person
  - Ensure a Trust health and safety audit programme is implemented and progress of remedial actions is monitored

## 2.2 The Finance, Audit, Risk and Resources (FARR) Committee

The FARR Committee will:

- Monitor the health and safety audit programme across the Trust
- Review audit reports and recommendations from external bodies and the Trust's appointed competent person
- Monitor the progress against any action plan to address recommendations
- Advise the Trust Board on the adequacy and effectiveness of the Trust's health and safety systems
- Health and safety matters are a standing agenda item at all FARR committee meetings and escalated to the Trust Board where serious concerns are identified

## 2.3 Local Governing Bodies (LGB)

Local Governing Bodies are required to be familiar with the contents of this policy and ensure that all the decisions or recommendations they make are in line with the Trust's policy and procedures for health and safety and any statutory provisions set out in legislation.

The LGB will:

- Monitor the school health and safety audit programme and outcomes
- Be informed and review recommendations from external bodies and the Trust's appointed competent person insofar as they refer to their own school
- Ensure that appropriate action is being taken within their school
- Monitor the progress against any school health and safety action plan to address recommendations
- Advise the Trust Board of any serious local health and safety concerns or lack of progress addressing issues or actions
- Ensure that Health and safety matters are a standing agenda item at all LGB meetings

## 2.4 Chief Executive Officer (CEO)

The CEO is responsible for ensuring that the duties of the Trust Board are met, and that all organisational responsibilities and arrangements as set out in this policy are communicated implemented and maintained.

## 2.5 The Chief Finance and Operations Officer (CFOO)

The CFOO will support Head Teachers with their responsibilities, in particular by:

- Monitoring health and safety matters in the Trust schools
- Ensuring that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary, and providing information to employees, Local Governors the CEO and Trustees as appropriate
- Ensuring that any recommendations and/or action plans from Health and Safety audits are actioned

- o Assist in the identification of health and safety training needs and the delivery of training.

## 2.6 Head Teachers/Head of School

The Head Teacher/Head of School has the overall responsibility for the day to day management of Health and Safety within their individual school. They may delegate functions and responsibilities in respect of Health and safety matters to other employees within their school, however this does not relieve them of the overall management responsibility.

Responsibilities include:

- Implementing the Trust Health and Safety Policy and associated procedures (in accordance with section 3 of this policy)
- Monitoring health and safety matters in their school and providing information to the CEO, Trustees, Local Governors and employees appropriate on:
  - the number of accidents, incidents, and near misses and detail where any modifications to control measures are being implemented as a result
  - o number of instances of staff absence due to workplace related injury or work related mental impairment e.g. stress related
  - o health and safety training completed
  - o progress against the health and safety external review action plan or any other recommended actions from inspection reports
  - o the review of policies and procedures within the Trust framework
- Ensuring that effective health and safety management procedures are in place for carrying out regular inspections and risk assessments, making appropriate records, implementing appropriate control measures or actions where necessary
- Ensuring adequate and appropriate first-aid provision
- Ensuring that effective management procedures are in place for emergency situations (e.g. in the event of fire or security breach).
- Ensuring that all employees within their school receive the necessary health and safety information, instruction, training and supervision to conduct their roles and responsibilities safely
- Ensuring that all the school's pupils, contractors and visitors understand and follow school policies or procedures which apply to them
- Promptly informing the CEO of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy (Wherever reasonably practicable this should be prior to action being taken)
- Ensuring that health and safety investigations are carried out where necessary and implement actions required to eliminate/reduce future risks to health and safety
  - Ensuring that the advice of the Competent Person or the Trust is acted upon
- Ensuring appropriate and reasonable adjustments are made to provide for health and safety of employees who may have a temporary or permanent impairment
- Take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities

## 2.7 Other SLT members

The Trust will assign health and safety responsibilities to additional tiers of management through specific actions from health and safety audits, through direction and guidance by line managers and through the inclusion of specific responsibilities in job descriptions and person specifications. Generally, where a manager or supervisor has an operational responsibility for the organisation or control of any undertaking or activity, they will also carry the responsibility for doing all within

their authority to ensure an acceptable level of health and safety during the conduct of that undertaking or activity.

In all cases this policy requirement reflects the legal duties placed on such persons by the statutory law on health and safety and to ensure that all the decisions or recommendations they make are in line with the Trust's policy and procedures for health and safety and any statutory provisions set out in legislation.

## 2.8 All Trust Employees

All Trust employees have a responsibility to take due care of their own health and safety whilst at work along with that of others who may be affected by their actions or omissions both at work and during off-site activities.

All employees of the Trust will act responsibly to ensure that they:

- Are familiar and follow the Trust's Health and Safety Policies and any other procedures
- Co-operate with the Trust and individual school management on all matters relating to health and safety
- Only use equipment or machinery that they are competent or have been trained to use
- Checking equipment is safe before use, and use it in a safe manner and in accordance with the manufacturer's instructions, guidance and correct operating procedures as well as ensuring equipment is left in a safe condition after use
- Checking classrooms/work areas are safe (e.g. No slip and trip hazards etc.) and ensuring work areas are left in a safe condition after use
- Make use of all necessary control measures and personal protective equipment (PPE) provided for health and safety reasons
- Report accidents, incidents and near misses in accordance with procedures and participate where requested in any subsequent investigation;
- Immediately report any concerns or issues in the interests of Health and Safety (e.g. equipment/premises defects; policy or procedure failures) in accordance with procedures; ● Take appropriate action where, in their opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities
- Do not misuse anything that has been provided for health and safety purposes ●
  - Encourage pupils to follow safe practices and observe safety rules including:
  - to follow instructions by a member of staff in case of emergency
  - to not intentionally interfere with safety equipment, e.g. fire extinguishers and fire alarms
  - to inform a member of staff of any situation, which may affect their safety or that of another pupil
- Assist as required with the carrying out of risk assessments and developing Health and Safety Policies, not just for existing activities, but also with respect to new processes
- Attend training as directed and all briefings in respect of matters of health and safety, and act upon the information, instruction and training given
- Report to the Trust if for any reason instructions on health and safety cannot be implemented
- Co-operate with health surveillance where a formal system has been identified as necessary
- Promote a positive health and safety culture and securing the effective implementation of the

## Health and Safety Policy

- Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety

## 2.9 Visitors and Contractors

The Trust recognises its responsibility for the actions and safety of visitors and contractors on its premises. All visitors of any nature must report to the school's reception and sign in. The receptionist will notify the visitor's point of contact who will then come to reception and host the visitor(s). Should the visitors be unescorted or staying for any reasonable length of time they should receive a health and safety induction brief.

In the case of contractors, a member of Trust staff will monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the Trust's Health and Safety Policy and associated procedures should be made available to all contractors working on the schools' premises if requested.

## 2.10 Competent Person

The Trust has appointed a health and safety advisor through the Avec Partnership, who acts as the Trust's Competent Person. In this role The Avec Partnership will:

- Advise on the development and maintenance of Trust wide and school specific Health and Safety Policy and Procedures
- Provide a designated HSE registered, Chartered Health & Safety Advisor to provide professional advisory support and guidance and competent advice
- Conduct an annual health and safety audit, premises inspection and fire risk assessment review
- Provide assistance with the completion of Educational Visit Risk Assessments
- Support and advise on statutory requirements for health and safety routine inspections and maintenance and ensure compliance requirements are fulfilled
- Provide health and safety briefings, share best practice, legal updates and current safety concerns
- Support with Health and safety training needs analysis
- Advise and assist with the completion of risk assessments
- Complete documentation of accidents under RIDDOR 2013 and complete accident investigation when needed
- Support with health and safety issues for proposed minor works, including the vetting of method statements and risk assessments ●Support with any external audits as required
- Liaison with the Health and Safety Executive, Fire and Rescue Service and other agencies as appropriate
- Attend Trust Board meetings as required

## 3. Arrangements for Health and Safety

### 3.1 Risk Assessments

The Trust will ensure that arrangements are in place for carrying out risk assessments of work activities to identify significant hazards that could harm either employees or others affected by



the activity, in order to decide what actions are required to eliminate, reduce or manage the risk as far as is reasonably practicable.

For new operations, substances, plant and equipment, it is particularly important that Risk Assessments are completed before commencement or introduction. Safety must be considered at the planning stage.

Risk Assessments must be reviewed at least every 12 months. In addition, Risk Assessments must be reviewed whenever there is a reason to suspect that they are no longer valid or there have been significant changes to related matters. The Trust will appoint designated First Aiders as indicated by an assessment of need.

### 3.2 Continuous Review

The Trust will monitor the number and types of accidents recorded and set action plans with schools to reduce the risk of a reoccurrence. For all serious accidents, an assessment should be undertaken to determine the level of further investigation required.

### 3.3 Training

The Trust will support arrangements that all employees are provided with adequate health and safety training. Employees are required to attend Health and Safety training where it is identified as necessary and employees must co-operate with their employer by attending training as directed.

The identification of training needs will be as a result of:

- Risk Assessments
  - Monitoring Activities
- The occurrence of accidents and incidents and any associated trends or patterns
- New or updated Health and Safety legislation
  - Updated information and technology
  - New procedures or changes to existing procedures.
- Where appropriate, the use of new technologies to support training will be used. ● The individuals role and responsibilities

### 3.4 Communication

The Trust recognises the importance that effective 2-way communication has to play in achieving high standards of health and safety. Therefore, health and safety may be raised during staff meetings by any staff member. Also, the Head Teacher has an open-door policy for all members of the College who wish to discuss health and safety concerns. Where safety issues are considered to be of sufficient concern, these concerns will be escalated by the Head Teacher to the CEO who reports to the Trust Board.

### 3.5 Health and Safety Audits

Avec's health and safety team will carry out audits on an annual basis and they will produce a report detailing the findings found during the audit to the Trust. For any deficiencies found which require completing as a matter of urgency, an action plan will be required from the school within the given timescales, to ensure that the found deficiencies are acted on and completed in a timely manner.

All employees are required to co-operate with the health and safety audit process.

### 3.6 Trust Health and Safety Procedures

In support of this policy the Trust has in place a series of supporting operating procedures developed to provide more detailed direction and guidance across the following areas:

- Accident Reporting Procedure (Including RIDDOR) & Near Misses
- Asbestos Management Procedure & AMP (Asbestos Management Plan)
- Blood Borne Viruses (BBV's) and Sharps Disposal Procedure
- Contractor Vetting and On-Site Management
- COSHH Procedure
- COVID-19
- DSE (Display Screen Equipment) Protocol
- Educational Visits Procedure
- Electrical Management & Electrical Safety Management
- Fire Safety Management Fire Emergency Plan & Fire Risk Assessment
- First Aid Policy
- Gas Safety Management
- Legionella Management
- Lockdown Procedure
- Lone Working Risk Assessment
- Manual Handling Procedure
- Medical Conditions Policy
- PPE Policy
- Risk Assessments
- Servicing & Maintenance of Statutory Equipment & Specialist Equipment
- Site Security Arrangements
- Stress Management Policy
- Substance Misuse
- Traffic Management Policy
- Training
- Transport Policy
- Tree Survey
- Violence to Staff Protocol
- WFH (Working from Home) Risk Assessment
- Working at Height Procedure

