

LT2 Health and Safety Policy

Name of Policy	HEALTH AND SAFETY POLICY	
Policy Level (Trust/School)	Trust	
Document Control		
Date	Revision Amendment Details	By whom
July 2020	Review and internal consultation	Executive Team and School Business Managers
July 2020	Adopted by Trust Board	Trustees
July 2021	Proposed date for review subject to statutory update as required	Estates and Facilities Manager

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It is the policy of Learning Today Leading Tomorrow (LT2) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside of its premises whilst engaged in associated activities.

LT2 will ensure, so far as is reasonably practicable, that:

- Its premises provide a healthy and safe working environment for all students, staff, clients, temporary contractors and the general public
- There are safe systems of work for all employees and students
- Suitable and sufficient work equipment is provided
- There are adequate welfare arrangements
- Information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

LT2 recognises its responsibility to provide adequate control of the health and safety risks arising from school and client's activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of Health and Safety is delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the LT2 Board of Trustees

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. LT2 commits to implementing the Health & Safety at Work etc Act 1974 and UK Statutory Instruments, as well as any future health and safety legislation. LT2's competent health and safety representative will provide to the executive leadership regular information on updates, changes and arrangements about any revisions to safety legislation.

LT2 supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. Furthermore, it is recognised that Health & Safety is an important element of Safeguarding within the OFSTED inspection framework. The organisational structure will ensure that sufficient resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

1. Organisation and Responsibilities



1.1 Introduction

The Health and Safety at Work etc. Act 1974 places ultimate and overall responsibility for health and safety with the LT2 Board of Trustees. However, each school, supported by the LT2 central team, will manage its own Health and Safety procedures which fully integrate with this Policy, as described in the arrangements section. [Headteachers] are responsible and accountable for the implementation of and compliance with this policy within their school although health and safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

1.2 Board of Trustees

The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Board of Trustees is responsible for ensuring that high standards of corporate governance are maintained. In the context of health and safety, it discharges these responsibilities by adopting an annual plan, monitoring LT2 safety management systems and managing the Trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to promote good occupational health and reduce the possibility of accident or injury to staff, students and/or visitors.

The LT2 Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for LT2.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for LT2.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that LT2 suppliers and contractors have been appropriately vetted for health and safety standards
- Ensure that the Audit and Risk Committee is effectively discharging its delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there each school has an effective business continuity and emergency plan in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

1.3 Audit and Risk Committee

The Audit and Risk Committee's responsibilities are to review, recommend to the Board and implement the Trust health and safety plan; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all Health and safety matters.

The Committee's responsibilities are to:

- Inform and advise the Board of Trustees on:
 - review of the health and safety policy
 - risk mitigation
 - recommendations from health and safety audits and compliance audits
 - incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems.

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- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.

1.4 Chief Executive Officer (CEO)

The CEO must:

- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the Trust
- Consider the impact of health and safety in all strategic and operational decision making.
- Ensure that the Trust culture promotes a shared responsibility for health & safety

1.5 The Estates and Facilities Manager

The LT2 Estates and Facilities Manager is the conduit between the Audit and Risk Committee and the senior LT2 employees with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The LT2 Estates and Facilities Manager is responsible for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical installations and control of legionella.

The LT2 Estates and Facilities Manager must:

- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation and lock down of the Trust's premises.
- Agree with the Audit & Risk committee a programme of health and safety inspections
- Ensuring all staff receive adequate health & safety training
- Be the point of contact with the Trust's appointed Health & Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments

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- Ensure that when awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy
- Ensure that the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- Ensure that school asbestos registers and asbestos management plans are maintained and readily available (where applicable).
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015)
- Health and safety information is provided to contractor's e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- Ensure that there is a programme of servicing and inspection of workplaces.

1.6 Headteacher

Each Headteacher is responsible and accountable for the implementation of and compliance with this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to the LT2 Health and Safety Policy

The Headteacher is responsible for:

- Ensuring that Health and Safety arrangements within the school are aligned to the Health and Safety Policy
- Appointing a named Health & Safety contact for the school (who may be the Headteacher)
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
- Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional consultants, volunteers, visitors and contractors Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary
- Ensuring that a school Health and Safety Committee is established and that the committee meets a minimum of six times per year.
- Reporting to the Estates and Facilities Manager any hazards which cannot be rectified within the establishment's budget.
- Ensuring that risk assessments are undertaken for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually
- Ensuring that all staff complete mandatory health & safety and other related training
- Ensuring that the school appoints a named Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school) and that each visit has a named leader and deputy leader.

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- Ensuring that there are effective health and safety management arrangements for educational visits and authorising all education visits
- Appointing a named first aid co-ordinator and administrator of medication for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Informing the Estates and Facilities Manager and the Trust's external competent person of all RIDDOR reportable incidents within 24 hours of the incident occurring.

1.7 Senior and Middle Leaders

Although the Headteacher is responsible overall for health and safety in his or her school (subject to the specific responsibilities of the Estates and Facilities Manager), managers have some specific responsibilities:

- Applying the LT2 Health and Safety policy to their own department or area of work. Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high risk activities within their department, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up to date library of relevant published health and safety guidance from sources including CLEAPSi, AfPii and ensure that all staff are aware of and make use of such guidance
- Ensuring risk assessments are undertaken for the activities / trips for which they are responsible and that control measures are implemented and shared with all staff
- Ensuring that where necessary, the appropriate personal protective equipment is available, in good condition and used and that any other identified safety measures in the risk assessment are implemented
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher of any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Carrying out and recording regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe. Reporting any defaults in line with school procedure where required.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility
- Developing a training plan that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available

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- Ensuring that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.

1.8 Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Comply with the Health and Safety Policy
- Carry out health & safety related training as instructed
- Report all accidents and near misses
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, eg suffering an injury, taking prescribed medication, or becoming pregnant etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

1.9 First Aid Co-ordinators

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records
- In conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
- Administration of Medication
- Each school must have a named person responsible for:
- Administering prescription medicines when parental consent has been obtained to do so.
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.

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- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely.

1.10 Appointed Educational Visits Co-ordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.
- Recommend each visit to the Headteacher for final authorisation
- Obtain approval from the external competent support for Category C and/or residential visits

1.11 Competent Health and Safety Advisor

LT2 will seek competent Health and Safety advice from an external provider to assist in discharging its health and safety responsibilities.

A summary of the Service Level Agreement is as follows:

- Provide timely health and safety advice, support and training to the trust, schools and their staff
- Support the LT2 in ensuring that all Members Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect
- Undertake pro-active monitoring such as workplace inspections / audits and health checks
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the Trust.

2. Arrangements for Rugby Free Primary/Secondary School ("RFPS/RFSS*")

Please see the respective websites of each school for specific arrangements at each site.

ⁱ CLEAPSS covers:

- health and safety including model risk assessments,
- chemicals, living organisms, equipment,
- sources of resources,
- laboratory design, facilities and fittings,
- technicians and their jobs,
- D&T facilities and fittings

ⁱⁱ Association for Physical Education