Health and Safety Policy Statement

Approval Date	**March 2025**
Review Date	**April 2026**
Full Trust Board	**No**
Trustees' Sub Committee	**Finance, Audit & Risk**
Statutory Policy	**Yes**

Health and Safety Policy Statement

Contents:

1. **Health and Safety Policy Statement of Intent**

2. **Organisation and Responsibilities for health and safety**
   - 2.1 Health and safety roles and responsibilities
   - 2.2 Chair of Trustees and Trustees/Local Governing Boards
   - 2.3 CEO/Head Teachers and Trust Business and Operations Manager
   - 2.4 Senior Leadership Team, Key Stage Leaders, Office Manager and Site Managers
   - 2.5 Employees

3. **School arrangements for health and safety**

- Oak Wood Schools
- Higham Lane School
- Higham Lane North Academy
- Michael Drayton Junior School

1. Health and Safety Policy Statement of Intent

Central England Academy Trust will ensure all schools meet all of the requirements set out in the arrangements section pertinent to each establishment. We will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other Trust objectives.

Through this statement of intent and the implementation of each schools Health and Safety Arrangements we will ensure that we are meeting the Policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our schools planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school and department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process.
- Monitoring our school's health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our employee appraisal and supervision process.
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements.

2. Organisation and Responsibilities for health and safety

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

2.1 Health & Safety roles and responsibilities

Successful health and safety management depends on a systematic approach throughout the schools so that health and safety becomes fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Trust, Head Teachers and Senior Leadership Teams with support from all staff.

This policy assigns roles and responsibilities to post holders as specified below:

2.2 Chair of Trustees and Trustees

The Chair of Trustees and Trustees have overall responsibility for implementing and achieving the objectives of a health and safety policy; and the preservation, development, promotion and maintenance of health and safety management systems. Health and safety matters will be considered within the school's decision-making process (as set out within the relevant schools policies and procedures, and any statutory provisions set out in legislation).

The Trustees have delegated the day-to-day health and safety monitoring, reviewing and auditing of health and safety through the Head Teachers supported by the Trusts Chief Operating Officer (COO)

A, The Trustees will personally respond to any legal notice received by the HSE or other enforcing body.

B, The Trustees have assigned responsibility to the Head Teachers to respond to any legal notice received by the HSE or other enforcing body.

The Trustees are responsible for applying health and safety legislation; and making decisions that conform to legislation and other recognised health and safety standards and good practice. The Trustees have collective health and safety responsibilities. Individually they will ensure that this health and safety policy is applied effectively within any areas that they have particular

responsibility for. Therefore, they are responsible for preserving, developing, promoting and maintaining health and safety management systems.

The Trustees will ensure that adequate resources are made available to implement successful health and safety management and to conform to all relevant health and safety statutes.

Therefore, health and safety matters will be considered and accounted for when making managerial decisions

2.3 Head Teachers and Chief Operating Officer

The Head Teachers have overall responsibility for day to day Health and Safety. The Trustees have appointed the COO as the responsible person who supports the Head Teachers in ensuring adequate and proper consideration of health and safety for the Senior Leadership Team, staff, pupils and visitors of the schools.

The COO will present a report to the Trustees on the health and safety performance of the schools, which will include:

- Accident statistics
- Provision of an effective Health and Safety Committee process
- Monitoring of Health and Safety to include:
    - Auditing
    - Inspection
    - Accident recording and investigation
    - Training

Under direction of Trustees, the Head Teachers/Chief Operating Officer will:

1. Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes;

2. Ensure that when making decisions/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;

3. Ensure that adequate health and safety communication channels exist within their area of control;

4. Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;

5. Work proactively to promote a positive safety culture;

6. Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;

7. Seek to proactively develop and improve Health and Safety within their area of responsibility;

8. Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigation and taking appropriate action to prevent recurrence within the statutory time scales;

9. Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety and wellbeing improvement;

10. Ensure that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;

11. In conjunction with the Senior Leadership Team/ Health and Safety committee (see point 12) monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance.

12. Lead the Health & Safety committees in the schools. Membership should include: A Governor with responsibility for Health & Safety, a representative from each school in the following areas; Teacher, Support Staff, Site Manager, Union Rep.
    The committee should meet termly to undertake practice reviews, site inspections and consider any issues/concerns that have arisen.

13. Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;

14. Ensure that the Trustees are consulted, along with employees' representatives, and that professional health and safety advice is sought e.g. WES Safety and Premises, prior to changes in accommodation and working practices;

15. Ensure that the Trustees are informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;

16. Ensure that safe systems of work are fully discussed, recorded, implemented and reviewed with the appropriate employees concerning:
    - Current work activities

- Planning new activities, methods of work etc.
- Design/acquisition of new buildings, plant and equipment

17. Ensure that informal tours of the workplace are carried out to proactively identify good and poor health and safety performance. This will demonstrate visible management commitment to health and safety within their service areas.

18. Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;

19. Ensure that contractors receive an induction to the premises/ area they are working, including emergency evacuation. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;

20. Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises;

21. Consult and seek advice where necessary; and

22. Provide clear leadership on health and safety and set a personal example.

2.4 Senior Leadership Team, Key Stage/Department Leaders and Site Managers

All managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice. They will:

1 Comply with health and safety policies and arrangements and relevant Departmental policies;

2 Ensure that risk assessments are undertaken for work activities/ processes/ and operations;

3 Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;

4 Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;

5 Set up and maintain safe, healthy working conditions;

6 Provide all new starters with a health and safety induction;

7 Audit and monitor safe working practices and procedures;

8 Ensure that procedures and training programmes are set up and maintained for all employees;

9 When designing, buying and using new plant and equipment ensure that health, safety and wellbeing is considered as part of the risk assessment process;

10 Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;

11 Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;

12 Ensure that contractors and other people's activities (for example, employees from other service areas) are monitored;

13 Ensure that all employees, including safety representatives, are able to carry out their responsibilities, and encourage them to work with managers to promote an attitude of safe working;

14 Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;

15 Ensure that contractors receive an induction to the premise/ area in which they are working. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities;

16 Ensure consultation takes place between, other organisations and appropriate employees' safety representatives, when sharing premises.

2.5 Employees

Definition: All employees will include students, volunteers, agency workers and contract workers, for the terms and reference of this policy.

All employees, including those with managerial responsibilities, have an important role to play in effective health and safety management. All employees have a responsibility to themselves and others and therefore:

1 Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.

2 Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.

3 Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.

4 Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.

5 Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.

6 Behave appropriately at all times in the workplace.

7 Avoid taking short cuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.

8 Report all accidents, incidents (including incidents of violence, diseases and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/ plant/ equipment/ premises/ appliances/ practices, and concerns about health, safety or wellbeing through the correct routes, even if an injury was not sustained.

9 Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).

10 Be appropriately dressed for their working environment and activity.

11 Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.

12 Take part in health and safety training and development as necessary.

13 Take part in health surveillance programmes, as required.

14 Set a good personal example in respect of health and safety.

15 Make suggestions to improve health and safety.

3. Arrangements for health and safety

Please see each separate schools Health & Safety Policy Arrangements document

Oak Wood Schools

Higham Lane School

Higham Lane North Academy

Michael Drayton Junior School