

# The 3-18 Education Trust

## Health & Safety Policy Statement

*Every individual is in a great school.*

Approved: Autumn Term 2023

[www.318education.co.uk](http://www.318education.co.uk)



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## **Introduction**

This Policy Statement is The 3-18 Education Trust's (Trust) overall approach to the management of Health and Safety at work.

The Trust aims to provide a safe and healthy environment for all pupils, employees, visitors and contractors. In order to achieve this aim, it is necessary that the full support and co-operation of all users of the Trust's premises be willingly given. Health and Safety is the responsibility of all individuals and their recognition of this responsibility is crucial.

The Trust's objectives are to prevent all accidents and work-related injuries and ill health (physical and mental) wherever possible and to establish safe working practices throughout individual schools by managing workplace health and safety risks.

The Trust recognises its duty to take reasonable steps to ensure that all plant and equipment is maintained in a safe condition and that all premises are, where practical, free of defect that may affect the health and safety of those using them.

The Trust will engage and consult with employees on day to day health and safety conditions in all its buildings and vehicles.

The Trust will ensure that it implements robust and effective emergency procedures in all of its schools ensuring:

- evacuation in the case of fire or other significant incident and
- emergency lock down procedures in the event of unwanted intrusion to any site.

It is, therefore, the Trust's policy to comply with all statutory requirements concerning Health and Safety, both in practice and spirit. However, it is the duty of all employees, pupils and other users of our premises to take all necessary precautions to protect themselves and others from injury, which may arise from their actions. It is the duty of everyone to abstain from any act of which endangers others as it is everyone's duty to report any risk or danger to Trust leaders.

Each school in the Trust has taken this policy statement and have included relevant sections, which are specific to their setting, context, phase and operational procedures. These Trust-based policies, contextualised for individual schools, can be found on each school's website.

## **Aims of the Policy**

The aims of this policy statement are to set down the broad approach which the Trust will take towards the management of health and safety in the workplace.

These include:

- Reinforcing the Trust's commitment to the provision of a safe and healthy environment for all pupils, employees, visitors and contractors.
- Setting down a framework for risk assessment.
- Reminding all pupils, employees, visitors, contractors and other persons acting on behalf of our Trust of their responsibilities in terms of health and safety at work issues;
- Providing advice, information and training relating to all aspects of health and safety to all pupils, employees, visitors and contractors, as necessary.

## General Statement

The 3-18 Education Trust is fully committed to meeting its responsibilities under the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and associated protective legislation, both as an Employer and as a Charitable Company limited by guarantee

The main responsibility for health and safety within the Trust lies with the Board of Trustees.

To comply with its statutory and common law duties, the Trust has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Trust.

All Trust employees agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, and will co-operate with the Trust to enable it to fulfil its health and safety duties under the Act.

The Trust will comply with its duties towards employees under the Health and Safety at Work, etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, so far as is reasonably practicable, in order to:

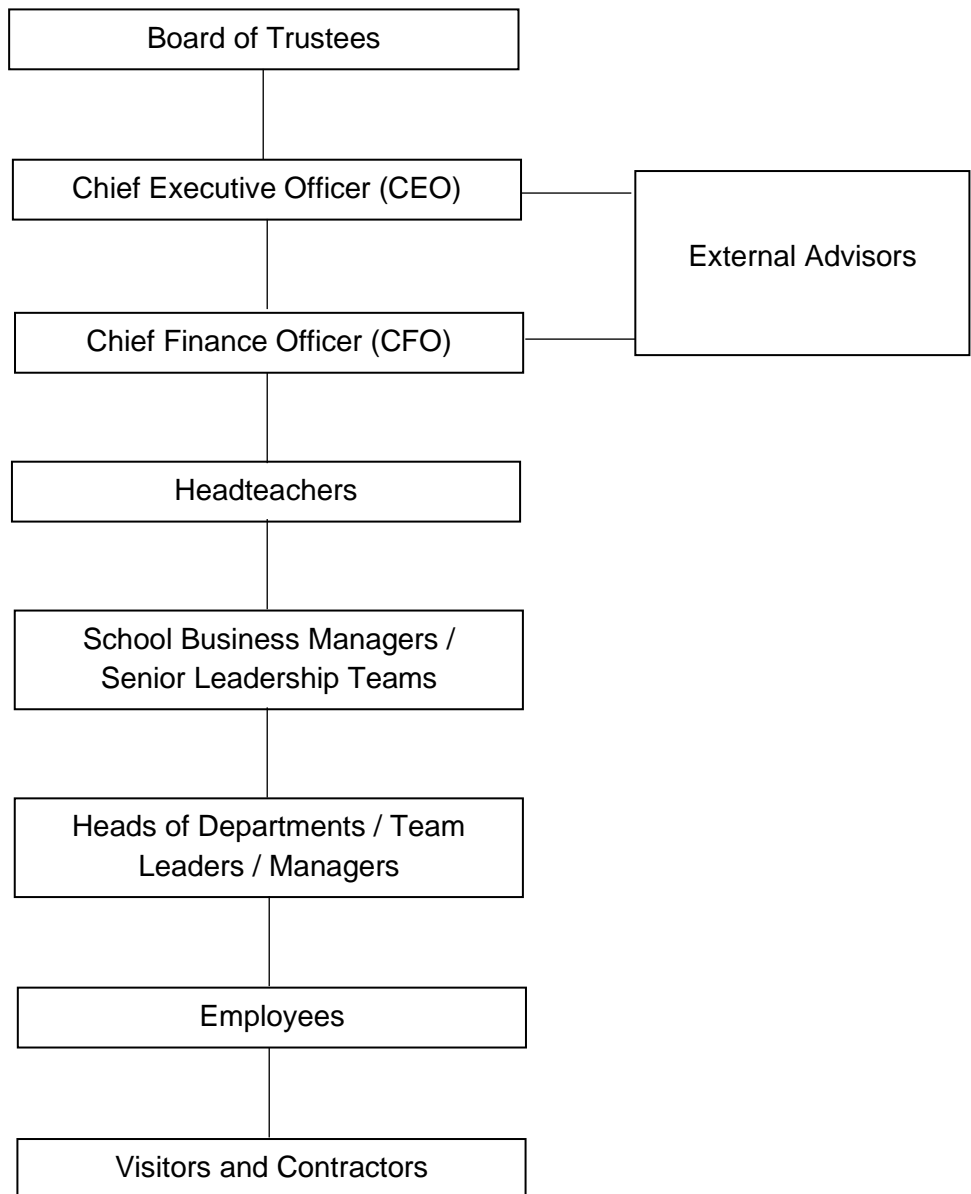
- Provide and maintain plant and systems of work that are safe and without risks to both physical and mental health, a safe place of work and a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work, etc. Act 1974 and binds all Directors, School Headteachers, Managers and employees, in the interest of employees, contractors and customers. The Trust expect that contractors, customers and visitors respect this Policy, a copy of which can be obtained on request.

Mr Gary Turner  
Chair on behalf of the Board of Trustees  
May 2023

## Organisation – Trust and School Level

### Trust Health and Safety Management Structure



## **Responsibilities**

### **Board of Trustees**

The Board of Trustees has ultimate responsibility for ensuring that the Trust fulfils its legal responsibilities, that policy objectives are achieved and that effective systems and mechanisms are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

The Board of Trustees will also ensure that Trust and school policies are reviewed as appropriate in order to ensure continuing compliance with current legislation and any changes in the law. To these ends, The Board of Trustees will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

The Board of Trustees will ensure the appointment of one or more health and safety advisors to assist the Trust and its schools in undertaking the measures it needs to take to comply with the requirements and prohibitions imposed upon it by or under the relevant statutory provisions.

The Board of Trustees are responsible for implementing the Trust's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

The Board of Trustees will also ensure that all employees under their control are adequately trained and receive the support they need to perform their duties.

### **The Chief Executive Officer**

The Chief Executive Officer (CEO) has overall leadership responsibility for overseeing and monitoring health and safety procedures within the Trust and ensuring that:

- This policy is implemented in all Trust schools and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks and activities in all schools, and that those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented in all schools.
- Fire precautions and emergency procedures are implemented in all Trust buildings and communicated to all employees and other necessary personnel.
- All hazardous substances are identified in all schools, assessed and the appropriate precautions implemented.
- All new equipment in schools is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Induction training is provided to all employees prior to commencing work for the Trust.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All employees are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by Trust Schools' activities.
- Adequate first aid arrangements, training and equipment are in place in all schools.

- All accidents and dangerous workplace incidents, injuries (physical and mental) and occurrences are reported in accordance with statutory requirements and Trust policy and are fully investigated.
- Adequate welfare facilities are provided, maintained and cleaned.

### **Chief Finance Officer**

The Chief Finance Officer (CFO) will be responsible for the development and coordination of the health and safety programme. These responsibilities will include:

- To develop and agree with the Board of Trustees and CEO, the health and safety programme which will include a programme of health and safety training for employees.
- To ensure that the Health and Safety Policy and other key documents are reviewed and revised as required in consultation with the Board of Trustees and CEO.
- To identify health and safety policies, practices and procedures in consultation with the Board of Trustees and CEO, and liaise with senior leaders to ensure these are communicated to staff, pupils, visitors and contractors.
- To provide health and safety reports and information to the Board of Trustees and CEO as agreed.
- To ensure that all statutory tests, inspections and maintenance of safety systems, installations and equipment at the premises are carried out and that adequate records of such are retained in all Trust schools.
- To ensure that suitable and sufficient fire risk assessments are carried out for all premises occupied by, or under the control of, the school, and that those risk assessments are reviewed periodically or when circumstances change.
- To ensure that adequate emergency procedures are developed and maintained (including lock down procedures), and that all persons with designated emergency responsibilities are provided with adequate information, instruction and training.
- To liaise with statutory bodies, enforcing authorities and emergency services as necessary.
- To ensure that adequate first aid arrangements, training and equipment are in place in all schools.
- To ensure that all reportable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- To ensure that adequate guidance, assistance and support is provided to all senior staff, pupils and other employees in matters of health and safety.
- To ensure that for all construction works undertaken on Trust premises by an external contractor where Construction, Design and Management Regulations apply, appropriate measures are implemented to appoint a Headteacher Designer and Headteacher Contractor to secure compliance.

### **Health & Safety Competent Advice**

The Trust will appoint one or more health and safety advisors to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The health and safety advisors will advise the Board of Trustees, CEO, CFO and Headteachers regarding:

- Ensuring the school is aware of statutory obligations and recommended Codes of Practice
- Formulating, developing and maintaining health and safety policies, both for existing activities and new activities.

- How the school can promote a positive health and safety culture and secure the effective implementation of this health and safety policy.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Review of performance and audit of the health and safety programme.

### **Local Governing Bodies**

- Monitor the health and safety policy is translated into effective action at all levels within the school.
- Monitor that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are using safe working practices.
- Monitor the effectiveness of the policy and the safety performance of the school.
- Promote a positive culture and an interest in health and safety matters throughout the school.

### **Headteachers**

The Headteachers are responsible for overseeing and monitoring health and safety procedures within their School and ensuring:

- The Trust and school policies and procedures with regard to Health and Safety Management are implemented and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks and activities in their school, and those risk assessments are reviewed periodically or when circumstances change.
- Persons are appointed so as to deal with the day to day issues on Health, Safety and Welfare.
- The safety performance of the school is monitor and take such steps as may be necessary to improve performance.
- Safe methods of working are developed and implemented.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All hazardous substances are identified, assessed and appropriate precautions implemented.
- All new and existing equipment is fit for purpose and that all risks associated with the use of new and existing equipment, activities and processes have been assessed.
- Induction training is provided to all employees upon commencing work for the school.
- All necessary personal protective equipment is provided, maintained and replaced as is necessary.
- All school employees are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Effective channels of communication and consultation with staff and safety representatives are maintained.
- A positive culture is promoted and an interest in health and safety matters throughout the school.
- Inspections are carried out to ensure that workplaces remain, as far as is reasonably practicable, safe and without risks to the safety, health and wellbeing of employees, visitors, clients, contractors and other persons who may be affected by the school's activities
- Adequate first aid arrangements, training and equipment are in place.



- All accidents, incidents, workplace injuries and illnesses (physical and mental) and dangerous occurrences are reported with statutory requirements and school policy and are fully investigated.
- Adequate welfare facilities are provided, maintained, and cleaned.
- To ensure that for all construction works undertaken by an external contractor where Construction, Design and Management Regulations apply, appropriate advice is taken from the CFO or an externally appointed competent person for Health and Safety to secure compliance.
- Visits from the Health and Safety Executive Inspectorate are managed.
- The Fire Risk Assessment is completed and is reviewed annually unless significant changes occur before this time;
- The Asbestos Survey Report is reviewed, and an Asbestos Management Plan is completed and reviewed annually

### **Business Managers (Health and Safety Officers) / Senior Leadership Teams**

The Business Managers (Health and Safety Officers) / Senior Leadership Teams will be responsible for the development and co-ordination of the health and safety programme. These responsibilities will include:

- To develop and agree with the Headteacher, the health and safety programme which will include a programme of health and safety training for employees.
- To ensure that the Health and Safety Policy and other key documents are reviewed and revised as required in consultation with the Headteacher.
- To identify health and safety policies, practices and procedures in consultation with the Headteacher, and communicate such to other members of the Senior Leadership Team, pupils, employees, visitors and contractors.
- To provide health and safety reports and information to the Board of Trustees and Headteacher as agreed.
- To ensure that all statutory tests, inspections and maintenance of safety systems, installations & equipment at the premises are carried out and that adequate records of such are retained.
- To ensure that suitable and sufficient fire risk assessments are carried out for all premises occupied by, or under the control of, the school, and that those risk assessments are reviewed periodically or when circumstances change.
- To ensure that adequate emergency procedures are developed and maintained, and that all persons with designated emergency responsibilities are provided with adequate information, instruction and training.
- To liaise with statutory bodies, enforcing authorities and emergency services as necessary.
- To ensure that adequate first aid arrangements, training and equipment are in place.
- To ensure that all reportable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
- To ensure that adequate guidance, assistance and support is provided to Managers, pupils and employees in matters of health and safety.

### **Heads of Department, Team Leaders and Managers**

All Heads of Department, Team Leaders and Managers will ensure that arrangements for the health and safety of employees and pupils within their area of responsibility, are made known, maintained and reviewed whenever there is a change of operation or location.

Heads of Department, Team Leaders and Managers are accountable to the Headteachers for implementing the school's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

They must also ensure that employees under their control are adequately trained and receive the support they need to perform their duties.

In particular, Heads of Department, Team Leaders and Managers are responsible for implementing and monitoring health & safety procedures within their area of responsibility and ensuring that:

- This policy is implemented and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks and activities, and that those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All hazardous substances are identified, assessed and the appropriate precautions implemented.
- All work equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Induction training is provided to all employees upon commencing work for the school.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by the school's activities.
- PPE within their department/responsibility is registered, and frequently monitored to ensure it is in good condition or replaced as required.
- All accidents and work related incidents / injuries (physical and mental) and other dangerous occurrences are recorded and reported to the Headteacher.
- Where appropriate, accidents, incidents & near misses are investigated, and that reasonably practicable arrangements are implemented to prevent reoccurrence.
- Adequate welfare facilities are provided, maintained and cleaned.
- They take reasonable care of their own health and safety and that of the pupils and others who may be affected by their actions;
- They co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Satisfy themselves that all electrical leads and plugs are safe at the time of use. Any defective equipment must be immediately removed from use and reported to the site manager for repair or replacement;
- They take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in relevant technical papers, specialist publications from bodies such as CLEAPSS, DATA, the Association of Science Education and the Association for Physical Education;
- They report all accidents, dangerous occurrences and potentially dangerous practices and situations as soon as possible to the Business Manager.

## **Site Manager or equivalent**

Site Managers or persons holding the equivalent position are responsible for:

- Promoting a positive culture and an interest in health and safety matters throughout the school.
- Ensuring that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged.
- Arranging for all levels of staff under his immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters.
- Identifying health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others.
- Maintaining plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues.
- Ensuring contractors on site produce Health and Safety documentation and issue relevant permits to work for high risk activities.
- Ensuring all electrical equipment is regularly checked and PAT tested annually.
- Liaising with outside bodies on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Managing asbestos in the building and be familiar with the Asbestos Register and management plan.
- Ensuring in conjunction with the Headteacher will ensure that the school minibus is maintained in a safe condition.
- Making arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse including pest control measures;
- Ensuring that all security measures and procedures, including signage and lighting are in place.
- Reporting all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the Business Manager.

## **Employees**

All employees are responsible for ensuring that:

- They are aware of this Health and Safety Policy and their responsibilities within it.
- They cooperate with the school in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They use any equipment, substance or safety device provided by the school in accordance with any training or instruction provided.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- They attend and take note of any health and safety training required including induction training.
- They use any Personal Protective Equipment provided, ensure that such equipment is maintained in a condition fit for that use, and that any defects are reported immediately to management.
- All accidents, work related incidents or injuries (physical and mental) and dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all fire, emergency and first aid procedures applicable to the area in which they are working.

- Inform their Curriculum Leader / Team Leader / Manager of any circumstances which they believe represents serious or imminent danger, or represents a shortcoming in the school's health and safety arrangements.

All Staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Business Manager.

### **Visitors**

Visitors and other users of the premises are required to observe the school's Health and Safety Policy, including the appropriate fire, emergency and first aid procedures, along with any specific instructions from duly authorised representatives of the school.

All visitors to the school's premises are required to sign in on arrival and sign out again on departure, even if only leaving the premises for a short period.

Visitors who observe or become aware of any hazardous conditions or circumstances are requested to advise their host as soon as possible in the interests of the health and safety of employees, visitors and contractors.

In the event of an incident or emergency, all visitors should comply with instructions from their host and/or duly authorised representatives of the school.

### **Hirers**

When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher supported by the responsible manager for lettings will seek to ensure that hirers and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used outside normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the school, it will be a condition for all hirers and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Board of Trustees and that they will not without the prior consent of the Board of Trustees or the person who has been delegated responsibility.

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Obscure or otherwise hinder fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the employees or pupils of the school.

The Board of Trustees draws the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work, etc. Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **Contractors**

Contractors are responsible for complying with the relevant statutory duties placed upon them by the Health and Safety at Work, etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other applicable Regulations.

This responsibility includes Contractors ensuring that all employees and sub-contractors are competent to carry out their work safely, and in accordance with the relevant standards and statutory requirements.

Contractors are also responsible for complying with the school's Contractor Safety Plan and any instructions regarding health and safety from duly authorised representatives of the school.

Contractors are responsible for assessing the risks associated with their work on behalf of the school, and the methods to be used to eliminate those risks or reduce them so far as reasonably practicable.

Contractors should provide adequate information to the school regarding these risks and the methods used to control them.

## Policy Monitoring and Review

### Trust Monitoring

The Chief Executive Officer will monitor the outcomes and impact of this policy on an annual basis.

### Review

Member of Staff Responsible	Chief Executive Officer
Relevant Guidance/Advice/Legal Reference	See content of policy
Policy Adopted By	Trust Board
Date of Policy	Summer Term 2023
Review Period	Annually
Date of Next Review	Spring Term 2024