Bright Futures

EDUCATIONAL TRUST

The best *for* everyone, the best *from* everyone

Health and Safety Policy

This is a Trust-Wide Policy
which applies to all the schools within the Trust

Date of Policy Approval:	December 2018
Owner of Policy:	**Lynette Beckett Director of HR & Strategy**
Authorised By:	**Board of Trustees**
Policy Review Date:	**12 months**
Distribution:	All staff, workers and pupils

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Health and Safety Policy Statement of Intent

Bright Futures Educational Trust's (The Trust) vision is **The best *for* everyone, the best *from* everyone and this policy is critical to ensuring that vision is lived in our schools**. The Trust recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regard to the Health, Safety and well-being of its employees and pupils within its care, visitors to the premises and others who could be affected by its actions.

The Trust understands its responsibilities under the Health and Safety at work Act 1974 (HSWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and labilities.

Through this Policy Statement of Intent and the implementation of health and safety arrangements, Principals and Heads of School of our academies will ensure that they are meeting the policy aims and objectives and will actively strive for continual health and safety improvements by working in consultation with staff and other partners.

The Trust and its academies will achieve this by:

- Considering health and safety within their planning activities;
- Establishing a pro-active and positive health and safety culture;
- Encouraging ownership and responsibility at all levels;
- Ensuring that health and safety related arrangements are complied with by having Academy specific procedures, documents, safe systems of work and arrangements; to assist all stakeholders to avoid hazards and contribute positively to their own health and safety whilst on Trust premises and whilst working off site;
- Assessing and elimination, reducing or managing the risks that arise out of activities, processes and operations through the risk assessment process;
- Monitoring each academy's health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement;
- Ensuring that all staff are made aware of this Policy Statement of Intent and relevant Academy arrangements;
- Ensuring this policy is communicated in conjunction with related Health and Safety documents.

Whilst day to day management of health and safety is delegated to the academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the BFET Board of Trustees.

This policy is supported be a Health and Safety Handbook for staff and other workers.

This Policy Statement of Intent will be kept under review and any amendments made to it will be brought to the notice of all relevant parties.

Signed:	John W Stephens	**Signed:**	
Name:	**John Stephens**	**Name:**	**Yakub Patel**
Position:	**Chief Executive Officer**	**Position:**	**Chair of the Board of Trustees**
Date:	8th January, 2019	**Date:**	7/1/19

Health and Safety Policy

Bright Futures Educational Trust's (BFET) vision is The best *for* everyone the best *from* everyone. Having a robust, well implemented and maintained policy and procedures regarding health and safety is an integral aspect to achieving this vision.

What is the Policy for?

The policy details the Trust's approach under the Health and Safety at Work Act 1974 (HSWA) and how the effective management of safety and health plays an important role in the overall performance of its educational establishments by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.

The policy is supplemented by individual procedures and practices in each Academy,

Who is the Policy for?

The Policy applies to all staff employed by the educational establishments which form part of Bright Futures Educational Trust (BFET), as well as members of the Local Governing Bodies of those establishments, Trust Head Office staff, pupils, visitors, Members and Trustees and any contractors or consultants undertaking work on behalf of the Trust.

Policy Standards

- The Trust acknowledges and accepts its statutory responsibilities to ensure, so far as is reasonably practicable, the health, safety and welfare for all who are employed or contracted to work within any trust premises, as well as pupils within its care and visitors to its premises.
- **Control** – those with management roles are responsible for the clear allocation of health and safety responsibilities and for monitoring that those responsibilities are implemented.
- **Co-operation** – Everyone has a responsibility to co-operate as individuals and as groups to take care of their own health and safety and that of others who may be affected by their actions. Health and safety is a collaborative effort.
- **Communication** – communication of health and safety information is essential and care must be taken to continually review and improve this.
- **Competence** – developing the health and safety competence of Trustees, Principals, managers, employees, and contractors is at the heart of successful health and safety management.

These policy standards are interrelated and interdependent so that consistent activity in each area is needed to promote a climate in which a positive health and safety culture can develop.

Summary of Roles and Responsibilities

All employees must ensure they are aware of the safety precautions appropriate to the setting in which they work and study. It is therefore in the interest of all individuals to read and fully understand the Trust's Health and Safety Policy along with the supporting Health and Safety handbook.

- **The Board of Trustees** is the overall employer of all BFET staff and is responsible for issuing a statement of intent, covering the general policy with respect to health, safety and welfare, along with its other statutory responsibilities;
- **The Chief Executive Officer** has overall responsibility as the Senior Responsible Officer (SRO) for health and safety for all educational establishments in the Trust;
- The Academies **Local Governing Bodies** have overall responsibility for the implementation of the Trust's policies to their Academy, which should be done in conjunction with the Principal;
- **The Principal/Head of School** has responsibility for the management of the Academy practices and procedures, is the appropriate person with responsibility for health and safety at the Trust's educational establishment and reporting compliance to the **Local Governing Body and to the Trust's Executive Team**;
- The most senior person in each school with **Facilities & Estates** accountability has the responsibility for the health and safety of facilities and the estate of the academy, reporting to the **Principal**;
- **Heads of Departments** have responsibility for ensuring that safe systems of work are in place in their departments and that staff are trained on them.
- **Union Safety or Staff Safety Representatives** have the right to participate in any Academies Health and Safety Working Group, where in existence, and to discuss health and safety issues as necessary with the **Principal**;

1. Roles and Responsibilities in detail

1a) **The Trustees** delegate the responsibility to review health and safety performance at least once a year to the Trust's **Executive Team**. The Executive team will provide a high level annual report to trustees. The review process should:

- Review the Health and Safety Policy to ensure it is still relevant and fit for purpose;
- Examine whether risk management and other health and safety systems have been effectively reporting to the Executive team;
- Report health and safety shortcomings, and the effect of all relevant school actions;
- Decide actions to address any weaknesses and a system to monitor their implementation;
- Consider immediate reviews in the light of major shortcomings or events;
- Set the direction for the trust for effective health and safety management.

1b) **The Chief Executive Officer (CEO) and the Executive Team**
As the leader of the Executive team, through the reporting to this team, the CEO will:

- Inform and advise the Board of Trustees of the resources required to comply with statutory requirements and make adequate arrangements with the Financial Director to set the agreed budget at academy level;
- Ensure that arrangements for the monitoring and audit of Health and Safety are in place across the trust academies;
- Provide an annual report to the Board of Trustees, via the Executive Team, on all matters affecting health and safety;
- Receive termly health and safety reports from each academy including risk assessments, accident levels inclusive of any reportable accidents (RIDDOR), near misses, minor injuries;
- Eliminate accident potential as far as is reasonably practicable across the academy through the creation of a positive health and safety culture across the Trust;
- Ensure that local governing bodies know and understand their individual responsibilities regarding health and safety;

1c) Principals / Heads of School

- Provide a robust management structure for managing health and safety issues across the academy;
- Delegate to the members of the Senior Leadership Team (SLT) and/or Facilities, appropriate tasks for the day-today implementation of the policy, particularly in high risk areas such as Facilities, Science, PE, lone working etc. This responsibility includes undertaking risk assessments;
- Ensure any academy facilities and processes and systems of work are compliant with health and safety requirements;
- Ensure that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on site or off site (see 2a of this policy);
- Ensure that staff know and understand their individual responsibilities regarding health and safety, and that health and safety legislation is met;
- Establish a health and safety committee/working group, chaired by the Principal/Head of School or another senior member of staff (see 2b below);
- Ensure the provision of an appropriate number of specialist staff with responsibilities for health, safety and welfare, ensuring appropriate contingency arrangements are in place during the absence of such staff to meet the relevant statutory requirements;
- Ensure that the information on health and safety good practice is available to academy staff and visitors, is up-to-date, easily accessible and promoted throughout the academy.
- Providing adequate resources to ensure compliance with legislative requirements, including the statutory Planned Preventive Maintenance (PPM) programme;
- Ensure that adequate ring-fenced funding is allocated to individual departments for their health and safety requirements;
- Ensure that the health and safety training needs of all staff are identified, and appropriate training provided, including induction for new staff;
- Ensure that suitable personal protective equipment (PPE) is provided and used correctly;
- Ensure that the circumstances of accidents are properly reported to the statutory authority and the Trust's Executive team, under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and that reasonable steps are taken to prevent or reduce the likelihood of a recurrence (See 2c below);
- Ensure that first aid facilities are maintained and emergency evaluation procedures are in place and regularly tested;
- Prepare and implement the trust critical incident policy and plan covering all foreseeable major incidents;

- Implementation of a pupil behaviour policy that will ensure as far as is reasonably practicable the health and safety of pupils on site and when engaged in academy activities off site;
- Ensure that the Control of Substances Hazardous to Health (COSHH) responsibilities are understood and actions implemented where appropriate (http://www.hse.gov.uk/pubns/indg136.pdf);
- The display of a health and safety law poster and current insurance certificate are displayed in each academy's staff room and visible to all staff.

1d) **Local Governing Body** will hold the Principal/Head of School to account for its responsibilities in this policy.

1e) The person responsible for **Facilities and Estates** in the academy, will report to the Principal/Head of School on managing, co-ordinating and monitoring of some health and safety matters within the school relating to the premises, in particular the key activities below:

- Ensure compliance with this policy and its' associated procedures at all times, including such areas as, cleaning, catering, security, waste management, electrical, maintenance and small and large scale building and construction works;
- Engaging external health and safety experts as appropriate, receiving their reports and taking any necessary action;
- Advising on health and safety matters (including safety of buildings, plant and equipment used and operated by the trust);
- Ensuring that the Principal/Head of School is informed of any breach of health and safety statutory requirements and immediately when there is a Health and Safety Executive (HSE) involvement;
- Maintaining a suitable system in place for reporting accidents, near misses, investigating them where they fall under facilities area of responsibility and identifying lessons learned to the Principal/Head of School
- Ensure that liaison with contractors is maintained and that regular reports are obtained
- Promote an attitude of safety and safe working by adopting standards of best practise across the facilities and estates team;
- Ensure that the Control of Substances Hazardous to Health (COSHH) responsibilities are understood and actions implemented where appropriate (http://www.hse.gov.uk/pubns/indg136.pdf);
- Assist in carrying out regular safety inspections of the Academy and its activities and make recommendations on methods of resolving any problems identified.
- Ensuring that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place, and that appropriate training is given to relevant staff in accordance with the academy Fire Safety Procedure;
- Managing the premises to comply with current legislative requirements and timescales including all of the following inspections:
    - Fire Risk Assessments (FRA)
    - Legionella Risk Assessments (LRA)
    - Asbestos Management Plan
    - Statutory Compliance Audit
    - Health and Safety Audit (including training)