



Health and Safety Policy September 2017

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1.0 Introduction

The Futures Trust's Health and Safety Policy Document details its commitment to effective and successful health and safety management. It contains a statement of intent, together with organisation, details of the arrangements and monitoring systems for Health and Safety management.

The Trust's Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of each Trust in order to ensure compliance with the health and safety legislation.'

In addition, Ofsted requires Multi Academy Trusts and their academy schools to hold various other documentation relating to health and safety. This policy reinforces the culture of the academy in relation to the importance of health, safety, welfare and wellbeing of all within The Futures Trust.

This policy relates to The Futures Trust and all its schools and will ensure compliance with statutory and Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements at both a strategic and local level.

There are three parts to this Policy:-

1	Aim, objective and statement of intent Declaration of intent by the Trustees and Head Teachers
2	Organisation The management structure and defining of roles and responsibilities
3	Arrangements The procedures and systems necessary for implementing the policy.

2.0 Policy aim, objectives and statement of intent

2.1 Policy Aim

To be a Trust where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all Trust staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

2.2 Policy Objectives

- To conduct all Trust activities safely and in compliance with legislative standards
- To provide safe working and learning conditions
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them
- To be a Trust that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- To promote the principles of sensible risk management which enables innovation and learning

2.3 Policy Statement

The Futures Trust recognises and accepts its responsibility as an employer and provider of education and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

The Futures Trust will strive to meet and adhere to all relevant health and safety legislation and educational standards, to demonstrate statutory compliance.

Good health and safety management will be an integral part of the way that the Trust operates and will be considered across all work activities and across the wide range of educational activities delivered.

The Futures Trust will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives; we will do this by:

- *Accessing the services of a competent Health and Safety Practitioner.*

The Trust will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional conduct or training.

The Futures Trust will adopt a planned risk-based approach to health and safety management based on the principles of sensible risk management. This will involve:

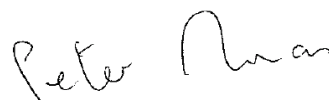
- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of The Futures Trust that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the Trust. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that the policy is implemented effectively.

Copies of the policy will be issued to all staff, Trustees and Local Governing Bodies and will be available from the Trust website with the master copy held by the Trust Company Secretary on behalf of the Trustees, all Head Teachers and their Local Governing Bodies.

This Policy will be reviewed and approved by The Futures Trust annually. It will be reviewed on or before October each year.

Signed



On behalf of Trustees
Date: 20/12/2017

CEO
Date: 20/12/2017

3.0 Organisation Roles and Responsibilities

3.1 General

The Health and Safety at Work Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

3.2 Health & Safety roles and responsibilities

Successful health and safety management depends on a systematic approach throughout the Trust so that health and safety becomes fully integrated with all other aspects of Trust management. A proactive health and safety culture will require strategic leadership from the Trustees, CEO, Local Governing Body and Head Teachers with support from all staff. This policy assigns roles and responsibilities to the Trust post holders as specified below:

3.3 The Trustees

The Board of Trustees has overall responsibility throughout the Trust for implementing and achieving the objectives of the health and safety policy; and the preservation, development, promotion and maintenance of the Trust's health and safety management system. Health and safety matters will be considered within the Trust's decision making process (as set out within the Trust's policies and procedures, and any statutory provisions set out in legislation).

The Trustees and the CEO delegate the day-to-day health and safety monitoring, reviewing and auditing of health and safety to each academy school's Head Teacher.

The Trustees and the CEO 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 and the CEO 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 the Trust's health and safety management system.

The Trustees, CEO and Local Governing Bodies 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. To this end the Trustees and CEO will:

- Produce a health and safety policy and devise appropriate procedures for managing health and safety related issues

3.4 Local Governing Bodies and Headteachers will:

- Ensure that they implement, monitor and effectively review agreed policies, guidance or procedures where appropriate.
- As part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation.

- Receive and action regular and routine health and safety reports from the Head Teacher to enable it to monitor and evaluate the effectiveness of the health and safety management systems.
- Ensure when awarding contracts that health and safety is included in specifications and contract conditions.
- Ensure that the Trust has access to competent health and safety advice.

3.4 Head Teacher

The Head Teacher has been appointed by the Trustees and CEO as the responsible person for Health and Safety within their school. The Head Teacher will promote the adequate and proper consideration of health and safety to senior managers and employees within their school.

The Head Teacher will present an annual report to the Trustees on the health and safety performance of their school, which will include:

- Accident statistics
- Setting performance related targets and objectives
- Measuring health and safety performance
- Provision of an effective Health and Safety Committee process
- Monitoring of health and safety to include:
 - Auditing
 - Inspection
 - Accident recording and investigation
 - Review of performance
 - Training

Critical incidents will be escalated to the CEO and Trustees in accordance with the Trust's Risk Management Policy

Under the direction of the Local Governing Body, the Head Teacher will:

- Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes;
- Ensure that when making decision/arranging new projects for the service area, health, safety, welfare and wellbeing issues are considered and dealt with fully;
- Ensure that adequate health and safety communication channels exist within their area of control;
- Ensure that adequate resources are provided to maintain health, safety and welfare, and manage these resources on a risk priority basis;
- Work proactively to promote a positive safety culture;
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training and supervision needed to ensure health and safety;
- Seek to proactively develop and improve and health and safety within their area of responsibility;

- 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;
- 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;
- Ensure that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities;
- In conjunction with Senior Leadership Team/ health and safety representatives, monitor and review the health and safety targets and priorities in line with the overall Trust objectives; and ensure the provision of adequate resources to achieve compliance;
- Ensure that health and safety arrangements and performance are formally evaluated, monitored and reviewed at least on an annual basis;
- Ensure that the Local Governing Body is consulted, along with employees' representatives, and that professional health and safety advice is sought, prior to changes in accommodation and working practices;
- Ensure that the Local Governing Body is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement;
- 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
- 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.
- Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action;
- Ensure that contractors receive an induction to the premises/ area they are working, including emergency evacuation.
- Ensure consultation takes place between managers from other employers, organisations and appropriate employees' safety representatives, when sharing premises;

- Consult and seek advice where necessary; and
- Provide clear leadership on health and safety and set a personal example.

3.5 Senior Leadership Team, Deputy Head Teachers, Assistant Head Teachers, Subject Leaders

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:

- Comply with the Trust health and safety policies and relevant Departmental policies;
- Ensure that risk assessments are undertaken with the application of a sensible risk management approach for work activities/ processes/ and operations;
- Eliminate the risk or reduce to the lowest possible level by managing the risk effectively;
- Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements;
- Set up and maintain safe, healthy working conditions;
- Provide all new starters with a health and safety induction;
- Audit and monitor safe working practices and procedures;
- Ensure that procedures and training programmes are set up and maintained for all employees;
- When designing, buying and using new equipment ensure that health, safety and wellbeing is considered as part of the risk assessment process;
- Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice;
- Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence;
- Ensure that contractors and other people's activities (for example, employees from other service areas) are monitored;
- 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 across the Trust;
- Ensure that a formalised workplace inspections regime is in place to identify hazards and to take appropriate action;

- Ensure that contractors receive an induction to the premise/ area in which they are working.
- Ensure consultation takes place between, other organisations and appropriate employees' safety representatives, when sharing premises.

3.6 Employees

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:

- 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.
- 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.
- 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.
- 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.
- *Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.*
- Behave appropriately at all times in the workplace and not get involved in any horseplay.
- 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.
- 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 to their manager, even if an injury was not sustained.
- 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).
- Be appropriately dressed for their working environment and activity.
- 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.

- Take part in health and safety training and development as necessary.
- Take part in health surveillance programmes, as required.
- Set a good personal example in respect of health and safety.
- Make suggestions to improve health and safety.

3.7 Students

All students are expected to behave in a manner that reflects their school's behaviour policy and in particular are expected to:

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have

3.8 Visitors and volunteers

The health and safety of any visitor to the Trust or any of its schools and volunteers involved in any Trust activity will be appropriately assessed with the implementation of adequate control measures. All visitors to the Trust or its schools are expected to comply with the Trust's health and safety arrangements and:

- Take reasonable care for their own health and safety and that of anyone who may be effected by their activity.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Report any health and safety concerns that they may have to a member of staff.

3.9 Shared site users

Where two or more employers share a workplace, each employer shall co-operate with the other employers concerned to enable them to comply with their duties under health and safety legislation. The school as the primary site user will have the lead responsibility.

All shared users of the school site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters

- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities
- Maintain a standard of health and safety which is reasonably practicable and at least equivalent to the standard maintained by the school so as to ensure the health, safety and welfare of all school staff and users
- Meet the insurance requirements of the school and Coventry City Council.
- Familiarise themselves with and communicate to their employees/users the schools health and safety arrangements

The school will ensure that:

- Premises are in a safe condition for the purpose of use
- Adequate arrangements for emergency evacuation are in place and communicated
- Users are consulted with on health and safety matters
- The schools health and safety arrangements are made available to shared users

3.10 Lettings

The school has a lettings policy that is referenced within the appendices of this policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters
- Agree to the terms of the lettings policy in relation to health and safety arrangements
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities

The school will ensure that:

- Premises are in a safe condition for the purpose of use
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.

Adequate arrangements for emergency evacuation are in place and communicated

4.0 ARRANGEMENTS

The following arrangements have been agreed and adopted by The Futures Trust to ensure that Governors and the Head Teacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

4.1 Setting health and safety objectives

The Governors and the Head Teacher will specifically review progress of health and safety objectives at the annual meeting of the Local Governing Body (this may be included as part of the Head Teachers report to governors). Where necessary health and safety improvements will be identified and included within the school action plan.

4.2 Provision of effective health and safety training

The Head Teacher and Local Governing Body will consider health and safety training on an annual basis in line with the school's health and training matrix focussing on mandatory training as a priority.

4.3 Provision of an effective joint consultative process

The school's health and safety committee will meet at least once per term. This committee will report to the Head Teacher and Local Governing Body, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates. The committee membership should include representatives from operations, Science, first aid, Technology, PE, and site services.

4.4 Specialist advice and support

Specialist advice and support will be obtained from The Futures Trust's competent health and safety practitioners, as required.

4.5 Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded and include:-

- Governor, Senior leadership team and Staff/team meetings;
- Site health and safety committee;
- Provision of information relating to safe systems of work and risk assessments;
- Training provided

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

4.6 Financial resources

The Local Governing Body along with the Head Teacher will review the school's budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

4.7 Other arrangements

Specific site arrangements can be found in the files located on the Health and Safety site on the portal and via the school's nominated Health and Safety lead.

Arrangements
Fire risk assessment and emergency procedures
First aid risk assessment and procedures
Risk assessments for all staff and curriculum activities
Procedures for the reporting and investigating of accidents, near miss incidents, work related ill health and assaults
Procedures for manual handling and associated risk assessments
Procedures for lone working and dealing with violence and aggression and associated risk assessments
Procedures for work at height
Use of Display Screen Equipment (DSE)
Procedures for educational visits and associated documentation
Procedures for the management of stress
Procedures for the Control of Substances Hazardous to Health (COSHH)
Procedures for the selection and management of contractors
Procedures for the management of asbestos
Procedures for the management of legionella
Procedures for driving and use of transport
Procedures for site security
Site inspections
Premises management/statutory inspections