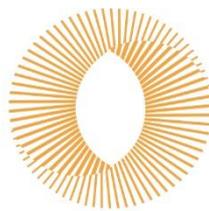


Community Schools Alliance Trust

HEALTH AND SAFETY POLICY

Approved by Trustees: March 2018

Next Review Date: February 2019



Community Schools
Alliance Trust

Policy Statement

The Trustees of Community Schools Alliance Trust (CSAT) recognise their responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to:

- Provide a safe and healthy working environment for employees; and,
- Ensure their work does not adversely affect the health and safety of other people such as students, staff, visitors and contractors.

To achieve this they will:

- Establish an organisational structure which ensures the Health & Safety policy will be implemented in full and updated as appropriate;
- Allocate adequate resources in proportion to risk and organisational priorities;
- Ensure leadership and management teams afford health and safety matters equal priority to other organisational functions;
- Ensure that all significant risks to employees, students, visitors and contractors are assessed in order to develop and implement proactive measures aimed at eliminating, reducing or transferring those risks so far as is reasonably practicable;
- Ensure the co-operation of all employees, governors, students, volunteers, visitors and contractors in the operation of this policy;
- Commit to providing the necessary information, instruction and training to all relevant stakeholders where applicable;
- Co-operate with the government, regulatory bodies and other interested parties with the shared vision of being a safe organisation;
- Regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement.

Although the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Trustees, the responsibility for the implementation of this policy at academy level rests with the Local Governing Body and Heads of Schools.

Health & Safety Organisation

Responsibilities of the Local Governing Body

- Ratify the Academy's health and safety policy and organisation responsibilities;
- Promote high standards of health and safety within the Academy;
- Regularly review health and safety arrangements (at least quarterly);
- Ensure that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the Academy budget;
- All accidents and near misses are recorded;
- Academy activities, including those off site, which could constitute a significant risk to health and safety of employees or other persons are appropriately controlled;
- Prioritise action on health and safety matters where resources are required from the Academy's budget – seeking further advice where necessary and ensuring that action is taken;
- Ensure that this statement and other relevant health and safety documentation is available to all employees via staff intranet;
- Active and reactive monitoring of health and safety matters within the Academy including health and safety inspection reports and accident reporting;
- Participate in the Academy's H&S Management Committee.

Responsibilities of Heads of Schools

- Ensure health and safety matters are being carried out in accordance with the Academy's health and safety policy and health and safety arrangements are carried out in practice;
- Ensure that risk assessments are made, recorded and actioned by user departments including those off site which could constitute a significant risk to health and safety of students, staff and/or other persons;
- Ensure that regular health and safety inspections are carried out throughout the school site and buildings;
- Ensure that remedial action is taken following health and safety inspections;
- Ensure that information received on health and safety matters is passed to the appropriate persons;
- Identify staff health and safety training needs and arranging for them to be provided;
- Seek specialist advice on health and safety matters where appropriate;
- Participate in the Academy's H&S Management Committee.

Responsibilities of Head of Estates

- Attend appropriate health and safety training courses;
- Promote health and safety matters throughout the Academy and assisting the Senior Leadership Team in the implementation of the Academy's health and safety arrangements;
- Chair the Academy's health and safety committee meetings (bi-annually);
- Lead on health and safety management, implementation, monitoring and ensuring health and safety arrangements are kept up to date;
- Ensure that the correct accident and near miss reporting procedures are followed and that where appropriate accidents, incidents and near misses are investigated;
- Arrange regular health and safety inspections and ensure follow up action is completed.

- Report all non-completion or compliance issues to the Local Governing Body and Heads of Schools;
- Deliver health and safety induction training through Line Managers;
- Ensure that all statutory inspections are completed and records kept;
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitor contractors on site and ensure they consult and sign the Asbestos Register when applicable.

Senior Leadership Team and Line Managers

- The day to day management of health and safety within their department or areas of responsibility in accordance with health and safety policy;
- Devise risk assessments and keep under regularly review (at least once annually);
- Carry out regular health and safety monitoring inspections across their areas of line management responsibility;
- Ensure remedial action is taken following health and safety inspections and audits;
- Pass on health and safety information and ensuring health and safety training is carried out by all members of their staff;
- Arrange specific health and safety training for their members of staff and ensuring health and safety control measures are being adopted in line with risk assessments.

Responsibilities of All Staff

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Comply with all appropriate risk assessments and safe working practices;
- Check classrooms/work areas are safe before use;
- Check equipment is safe before use;
- Ensure safe working procedures are followed;
- Attend health and safety induction and completing any required training;
- Co-operate with Senior Leadership Team on all matters relating to health and safety by complying with health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use; Ensure that the correct health and safety equipment is available and fit for purpose;
- Report any faults, damage or breakages to the Estates team using “Premises Help Desk”, the link is located on the staff intranet under quick links.

Health and Safety Arrangements

- Details of how areas of risk will be addressed are detailed in the Academy’s Health and Safety arrangements located on the staff intranet site.