



## Health & Safety Policy

<b>DISTRIBUTION</b>	This is a Trust policy and applies to all staff and Trustees within the Central Trust.		
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<b>RATIFIED BY THE TRUSTEES OF THE FALLIBROOME TRUST</b>	1 July 2021		
<b>POLICY REVIEW DATE</b>	30 April 2023		
<b>POLICY REQUIREMENT</b>	STATUTORY		



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# POLICY

The provisions in this policy are intended to ensure that Health & Safety is an integral part of the general process of risk management operated by the Fallibroome Trust. We are committed to securing the health, safety and wellbeing of employees, pupils and others affected by its activities and trips including visitors and contractors. Everyone has a part to play in bringing this into effect and full cooperation is expected. For employees, this is not just a matter of common-sense, it is a legal duty.

## PURPOSE

This policy aims to:

- Outline how the Trustees and central team discharge their duties under the Health and Safety at Work Act 1974.

## GOVERNANCE

The Trustees are the committee of the Fallibroome Trust. The Members may delegate these matters to:

- A sub-committee of Trustees

## SCOPE

This policy covers Trustees and staff of the Trust central committee and support teams.

## STATEMENT OF INTENT

### OVERALL AIMS

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Fallibroome Trust Governing Body and Central teams recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Trustees will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained. A suitable and sufficient system of risk assessment is in place to support safe systems.
- Emergency procedures and health surveillance (if required) are in place.
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.
- Consult competent internal (Trust Director of Facilities) and external (Entrust) H & S advisors for assistance in the implementation of this policy.
- These principals will be applied at each of the trust schools as well as its central function. It will be a core purpose of the central function to ensure this is carried out and monitored.

In addition to the above the school/academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

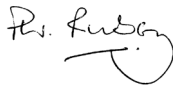
To ensure this policy is relevant and up to date it will be reviewed on a regular basis.

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## SPECIFIC OBJECTIVES

These objectives are the Health and Safety programme for the current cycle of implementation and should be completed before the next policy review:

- Implement revised Health and Safety policies for each Trust School
- Establish Trust wide procedures in relation to Health and Safety matters
  - Accident investigation and reporting
  - Risk assessment
  - Trips and visits
  - Vehicle maintenance and use
- Introduce Trust Health and Safety dashboard
- Establish board reporting format
- Review and update all trust school legionella risk assessments.
- Work on the central team risk assessments and procedures



Signed:

Date: 1 July 2021

Peter Rubery – Chief Executive Officer



Signed:

Date: 1 July 2021

Mike Gorton – Chair of Trustees

## ROLES AND RESPONSIBILITIES

### Trustees

- Appoint a trustee to be the lead for Health and Safety
- Ensure the continuing development and review of this policy, ensure all trust schools have a policy in place and this is reviewed on a regular basis
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the Trust provides adequate training, information, instruction, induction and supervision to enable everyone in the organisation to be safe
- Promote a positive, open health and safety culture in the Trust

### Chief Executive Officer

- Ensure Health and Safety is included in the performance management procedure for all management staff
- Actively promote health and safety
- Ensure health and safety is included in the trust business plans
- Ensure that all staff co-operate with the policy

### Chief Operating Officer

- Ensure a thorough and consistent audit of all health and safety systems is in place
- Results of the audit process will be reported to the audit committee and the Trustees
- Oversee the whole health and safety system for the trust
- At all Executive Business Meetings have health and safety as a standing item
- Present an annual report on health and safety to the trustees

### Director of Facilities

- Perform the role of internal competent H&S person for the trust
- Provide advice and guidance to help the Trust comply with their health and safety responsibilities
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when possible) staff safety training
- Draft and advise on policies, procedures and guidance for health and safety
- Advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues
- Liaise with the external H&S advisor on behalf of the Trust

### Managers

- Ensure their department carries out an annual Health and Safety risk assessment using the agreed risk assessment procedure
- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or issues and report to the Director of Facilities if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction

- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise

#### **All Trust Staff and Trustees**

- Read the Health and Safety Policy
- Comply with the Trusts health and safety arrangements
- Take reasonable care of their own and other people's health and safety
- Leave the workplace in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the trust accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the Trusts risk assessments

# ARRANGEMENTS

## Manage Health and Safety Performance of the Trust Schools

- Ensure each school has a comprehensive health and safety policy in place
- Ensure each school has an annual audit of its health and safety systems
- Receive an annual report on the health and safety performance of all Trust schools
- Attend local governing body meetings
- Ensure the Trust training Matrix is being utilised

## Risk Assessments

- Risk assessments are required for all activities where persons (including staff, pupils, contractors and members of the public) may be at significant risk.
- Risk assessments must be carried out by a person who has been trained to do so.
- The Trust will record every risk assessment it carries out in the risk assessment register (see Appendix A). The risk assessment register will be subject to constant review throughout the academic year.
- Follow the Trust Risk Assessment Procedure

## Accident & incident reporting, recording and investigation

- All accidents, incidents and near misses will be recorded for investigation and reporting.
- All accidents will be recorded on site using the Smartlog system in line with HSE RIDDOR recommendations:
  - Staff and contractors – all accidents, incidents and near misses
  - Visitors – any incident where the person is taken directly to a medical practitioner for treatment or investigation.
- Reporting to the HSE under COSHH regulations will be the responsibility of the Director of Facilities.
- Directors will receive an annual report on Health and safety which will include an analysis of accidents.
- For full guidance see Accident reporting/investigation procedure

## Asbestos

- Have an asbestos management plan.
- Arrange training for all technical staff and those in a management role for the Trust.
- For any building works in areas where asbestos may be present organise a localised, specific asbestos survey to cover the works.

## Electricity

- Trust staff only to work on changing lamps, starters, setting time clocks, resetting fuses or breakers, replacing batteries and the like.
- Only use qualified electrical contractors to work on the electrical systems where it is outside the remit of Trust staff.

## Bullying/Violence



- Follow the Fallibroome Trust Anti Bullying Policy
- Follow the Fallibroome Trust Grievance Policy

### **Stress**

- Follow the Fallibroome Trust Stress Management Policy

### **Child Protection**

- Follow the Fallibroome Trust Safeguarding and Child Protection Policy

### **Working at Height**

- Provide basic information on working at height for all staff
- Provide working at height training for staff who regularly carry out work at height
- Carry out a general working at height risk assessment for basic working at height tasks
- Carry out specific risk assessments for all activities above basic levels

### **First Aid**

- Carry out a first aid risk assessment

### **Waste Disposal**

- Utilise appropriate waste disposal streams, General, recycling, WEE or confidential waste
- For special waste then utilise and dispose of using the correct methods ie chemicals, fluorescent tubes/lamps, sanitary waste
- Storage of waste to be considered in relation to security, fire/arson prevention, unauthorised access
- Seek suitable options for recycling and reducing our carbon footprint

### **Manual Handling**

- Provide basic information on manual handling for all staff
- Provide manual handling training for all staff who regularly carry out manual handling operations
- Carry out a general manual handling risk assessment for basic manual handling tasks
- Carry out specific risk assessments for all activities above basic levels

### **Use of Display Screen Equipment**

- Ensure all staff that fall with the DSE legislation carry out a DSE risk assessment
- Implement any actions that result from these risk assessments

### **National Pandemic**

- Lead on behalf on the Trust schools
- Carry out trust wide risk assessment
- Coordinate local plans for all schools
- Update on latest guidance.

## REVIEW

- The Health and Safety Policy will be reviewed every 2 years.

Date of Review	Reason for review	Person	Date of next review
30 April 2021	First Full Issue	R MacNeill	30 April 2023

## APPENDICIES

- Appendix A – Register of Risk Assessments
- The register of risk assessments will be reviewed on an ongoing basis as any documents are added or reviewed