

# North Norfolk Academy Trust

## Corporate Health and Safety Policy



North  
Norfolk  
**Academy  
Trust**

**This policy must be considered alongside the Academy specific policy.**



**Approved: July 2017**

**Review: Annually**

**Next Review: July 2018**

**Owner: Chief Executive Officer**

**Lead: Chief Financial Officer**

**Date sent to Joint Consultative Committee (if applicable): ?**

## **Introduction and Statement of Intent**

Our commitment to Health and Safety forms part of North Norfolk Academy Trusts wider ethos of social responsibility, sustainability, corporate governance and the management of risks and ultimately the quality of education delivered to our community. We require this same commitment from our employees and contractors. The Trust's Health and Safety policy can only be implemented with the full co-operation of everyone involved and all employees must take active care of their own and others safety.

We believe that achievement of high standards of health and safety reduces harm and losses due to accidents, incidents and ill health and therefor, makes good business sense.

Health and Safety is integral to our asset management, the management of human resources and organisational development and is included in all Trust policies, when and where appropriate.

All members, trustees, governors, employees, contractors and students within the North Norfolk Academy Trust group of schools are asked to join in the ownership of this document so that it achieves the aim of providing a healthy and safe place of work.

**Christine Candlish, Chair of Trustees**

**Andrew Richardson, Chief Executive Officer**

**Date: 7<sup>th</sup> July 2017**

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## **Organisational Structure and Responsibilities for Health and Safety**

This section details the specific health and safety roles and responsibilities assigned to the following posts and functions.

**The Board of Trustees:**

- To ensure the work of the organisation and any decision making is conducted in accordance with the policy and procedures for health and safety and with due regard for any statutory provisions set out in legislation.
- To ensure that adequate resources are made available for health and safety and that performance is continually reviewed.
- To ensure that suitable action plans for improving health and safety are developed and implemented.
- A framework is developed and used to measure the performance of Local Governing Bodies and Headteacher/Head of School against Health and Safety targets and objectives.
- A Trust health and safety audit programme is implemented and progress of remedial action is monitored.

**Local Governing Bodies**

The Local Governing Body is responsible for ensuring that:

- A clear written policy statement is created which promotes suitable attitudes towards health and safety in staff and students.
- Responsibilities for health, safety and welfare are allocated to specific people and those people are informed of these responsibilities.
- A lead governor for health and safety is nominated.
- People have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured.
- The school's health and safety policy and performance is reviewed annually.

**The Headteacher/Head of School or Head of School**

The Headteacher/Head of School has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- Ensure that a clear health and safety policy is maintained.
- Ensure that the policy is communicated to all relevant people.
- To have principal responsibility in the school for ensuring the local implementation of guidance, codes of practice and other advice.

- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Arrange for risk assessments of working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that suitable emergency procedures are in place.
- Ensure arrangements are in place to monitor health and safety performance.
- Ensure that all incidents are investigated and suitable remedial actions are taken.
- Report to the Governing Body annually on the school's health and safety performance.

### **Lead Governor for Health and Safety**

The Lead Governor for Health and Safety has the following responsibilities:

- To be fully and visibly committed to the Governing Body's Statement of Intent for health and safety.
- To scrutinise and review health and safety performance.
- To provide support and challenge to the Headteacher/Head of School and Business Manager in fulfilling their health and safety responsibilities.
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented.

### **School Health and Safety Coordinator**

Each school must appoint a School Health and Safety Coordinator who will have the following the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school.
- To coordinate performance monitoring processes.
- To make provision for the inspection and maintenance of work equipment.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors.
- To advise the Headteacher/Head of School of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- To ensure that information on appropriate risk activities are provided to visitors and contractors.
- To ensure risk assessments of the premises are undertaken.
- Ensure that equipment is inspected/serviced and tested to ensure that it remains in a safe condition.

- To undertake Health and Safety Inductions for new members of staff following the procedures detailed in the schools Health and Safety policy.
- To ensure that contractors are aware of the school's rules for Contractors detailed on the School's Health and Safety Policy.

### **Teaching and support staff holding positions of special responsibility**

This includes Deputy/Assistant Headteacher/Head of School, Heads of Learning, Heads of Departments, Technicians and Site Managers. They have the following responsibilities:

- Apply the school's Health and Safety Policy or relevant Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher/Head of School for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their management are familiar with the health and safety Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher/Head of School or Health and Safety Co-ordinator any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Investigate any accidents that occur within their area of responsibility.
- Prepare an annual report for the Headteacher/Head of School on the health and safety performance of his/her department or area of responsibility.

### **Class Teachers**

Class teachers are expected to:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to students when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to the Headteacher/Head of School, Health and Safety Co-ordinator or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

### **Health and Safety Representatives**

The Board of Trustees recognises the role of Health and Safety Representatives appointed by recognised trade unions.

Health and Safety Representatives will be allowed to investigate incidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about incidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher/Head of School, Head of School, Local Governing Body or Board.

### **All Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies and incident investigation.
- Cooperate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with the incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Union Health and Safety Representative(s).

### **Students**

Students, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.
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## Arrangements for Health and Safety

The arrangements for Health and safety are systematically applied in all activities and services throughout the Trust.

### Health and Safety Policy

The Corporate Health and Safety policy clearly sets out our framework for health and safety management.

### Academy Health and Safety Policies

All Academies are required to establish an Academy specific health and safety policy including statements and organisational arrangements. The policy must incorporate Academy needs and responsibilities. The policy must cover how risk will be managed as well as specific procedures and how these are communicated.

### Organising

**Responsibilities.** Line managers are responsible for health and safety performance in their areas and the implementation of this and the Academy's own health and safety policy, arrangements and procedures. Specific health and safety roles and responsibilities have been assigned to various posts and these are included in the organisation section of the relevant policies.

**Consultation.** Academy schools must ensure that Health and Safety appears as standard agenda items on all team meetings, that Health and Safety representatives or co-ordinators are involved through appropriate membership of committees and groups and meetings include recognised Trade Union representation, where appropriate.

**Professional Development.** Health and safety competencies are core skills essential to the effective conduct of employee duties. These competencies are developed through induction at both Trust and Academy levels. Specific (e.g. manual handling, first aid, fire safety etc) and managerial training is arranged to suit individual and organisational needs.

**Job descriptions/Employee contracts.** Suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.

**Performance Management.** Performance management is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned.) Performance management is also used to identify health and safety learning and development needs of individuals and to monitor competency development.

**Communication.** Health and Safety information is communicated through line management with health and safety as an agenda item at all levels of team meetings. Trust health and safety documentation is developed and made available in electronic and hard copy format. The internet, newsletters, notice boards, bulletins and signage are all used for health and safety communication.

## Planning and Implementing

**Health and Safety action plans.** Headteacher and Head's of School are required to develop, maintain and report on health and safety action plans to ensure continuous improvement in health and safety performance.

**Risk Assessments.** Managers conduct and record risk assessments for all our activities using the corporate system and guidelines and ensure findings are brought to the attention of employees. Risk assessments are reviewed periodically and following any significant changes, to ensure that they remain suitable, current and efficient.

**Procedures.** Trust and Academy Health and Safety procedures are the standards systems and guidelines for implementation of control measures for specific health and safety risks. Procedures are developed and implemented in accordance with the risk profile of the overall Trust and individual academies.. Trust procedures apply to all establishments. All Health and safety procedures are regularly reviewed and updated when appropriate.

## Measuring Performance

Proactive health and safety monitoring is a line management function. Health and Safety performance is formally measured during manager and supervisor inspection in accordance with health and safety procedures.

Reactive measurements is by managers and supervisors implementing health and safety procedures for accident/incident reporting and investigation.

In addition, North Norfolk Academy Trust measures performance by audit, inspection and through accident/incident reporting and investigation.

## Reviewing Performance

Performance is reviewed and reported at Local Governing Body meetings, the Headteacher/Head of Schools leadership meetings and at Trust Board meetings in a formal and regular basis. Performance is measured against health and safety performance indicators and targets and in terms of the achievement of Headteacher/Head of Schools/Head of School's health and safety action plans. Opportunities are sought for credible and suitable benchmarking.

## Auditing

A programme of health and safety audits is delivered across all Academies in accordance with the Trust Health and Safety audit system. The Board of Trustees ensures that suitable audit programmes are in place and audit action plans are fully implemented.