



Plantsbrook Learning Trust

Health & Safety Policy

Adopted : March 2015
Review Date : March 2016

CONTENTS

Section One – Health and Safety Policy

- 1.1 Introduction
- 1.2 Health & Safety Policy Statement of Intent

Section Two – Organisation, Roles and Responsibilities

- 2.1 Who is responsible?
- 2.2 Governing Body
- 2.3 Headteacher
- 2.4 Health & Safety Co-Ordinators
- 2.5 Subject Leaders/Line Managers
- 2.6 Risk Assessors
- 2.7 All Employees

Section Three - Health and Safety Arrangements

- 3.1 Health and Safety Policies
- 3.2 Organisation
- 3.3 Consultation
- 3.4 Information, Instruction and Training
- 3.5 Policy Implementation
- 3.6 Measuring Performance
- 3.7 Reviewing / Monitoring Performance
- 3.8 Auditing
- 3.9 Review date

Appendix A --- Other policies / procedures / guidance covering the health and safety measures.

Appendix B --- Health and Safety Management Chart

SECTION ONE – HEALTH AND SAFETY POLICY

1.1 Introduction

Plantsbrook Learning Trust (the Trust) is committed to maintaining a healthy and safe place of work for employees, as well as taking all reasonable steps to ensure that students, parents, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Board of Directors of Plantsbrook Learning Trust (the Board) recognises that:

- It has a **moral duty** to take all reasonable steps to prevent people being harmed.
- **Accidents cost money**, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets.
- It has a **legal duty** imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.
- There is a statutory entitlement to provide students with a healthy and safe environment.

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

1.2 General Statement of Policy

This is a policy statement for the health and safety arrangements, and the subsequent implementation of these at Plantsbrook Learning Trust and its two Academies (Plantsbrook School and Town Junior School).

Aims

We aim to:

- Provide and maintain a safe and healthy environment throughout the Trust within the two academy sites and safe means of entry and exit to all buildings.
- Establish and maintain safe working procedures amongst staff, students, volunteers and all those using each school site.
- Ensure safe measures of using, storing and transporting articles and substances.
- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapours under the school control.
- Formulate effective procedures for use in the case of fire and other emergencies and for evacuation the school premises.
- Lay down procedures in case of accidents and medical treatments.

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Board of Directors of Plantsbrook Learning Trust (the Board) will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as students, staff, visitors and contractors.

Each Local Governing Body for the two academies also has key responsibilities to ensure health and safety and implement health and safety policies and practices.

Details of how this will be achieved are given in this health and safety statement.

The Board will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary, the Board will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Trust will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

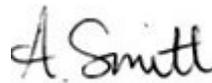
The Trust requires the support of all staff to enable the maintenance of high standards of health and safety in all the school's activities.

This Statement includes a description of the Trust's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Headteachers:



(Ms) T Campbell
Plantsbrook School



(Mrs) A Smith
Town Junior School



Chair of the Trust Board
Mr D H Griffiths

Date: March 2017

Section two: Organisation and Responsibilities

2.1 Who is responsible?

The Health and Safety at Work Act 1974, requires Directors, Governors, and employees, according to their particular roles, to take the initiative on certain matters.

The Trust will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The Headteacher has the day-to-day responsibility for health and safety matters in the each academy. More detailed responsibilities are set out below.

2.2 The Trust Board and Local Governing Bodies

The Board of Directors of Plantsbrook Learning Trust, as the legal entity and employer of all staff is responsible for:

- Approving the Trust's Health & Safety Policy and Statement
- Co-ordinating and monitoring health and safety across the sites.
- Co-ordinating health and safety training across the Trust.
- Establishing working parties across the Trust to develop and support the management of Health and Safety, as and when appropriate.

Local Governing Bodies

Each individual academy local governing body is responsible for:

- Complying with the Trust's Health and Safety Policy, Statement and arrangements.
- Formulating the local health and safety plan
- Reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary.
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the academy's delegated budget.
- Ensuring that risk assessments are made and recorded of all the academy's work activities, including those off site which could constitute a significant risk to the health and safety of employees or other persons.
- Prioritising 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.
- Seeking specialist advice on health and safety, which the academy may not feel competent to deal with.
- Promoting high standards of health and safety within the academy.
- Active and reactive monitoring of health and safety matters within the academy, including health and safety inspection reports and accident reports.

Health & Safety Committee

The Board considers the best means of driving and continuously developing this policy, thus providing effective management of health & safety, is to establish a Health & Safety Committee for the Trust, which will include representatives of each of the academies. The role of the Committee will be to act as a communication link between the Trust, the Local Governing Bodies, Head Teachers, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety.
- Develop strategies/arrangements to actively monitor their enforcement.
- Identify opportunities for further improvement to safety arrangements.
- Carry out a review the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety.
- Draft a brief status report to the Board.
- Bring any matter of concern relating to health and safety at any of the academies, which cannot be resolved through the academy's management structures or by the appropriate Headteacher, to the immediate attention of the Chair of the Board of Directors of Plantsbrook Learning Trust.

Members of the Committee shall include the following:

Director or Governor Representative
 Headteacher of each academy/appointed Deputy
 Director of Finance & Support Services for the Trust
 Site Manager of each academy
 Trade Union Rep (if appropriate) or,
 Representative of Employee's Safety
 Teacher from each academy.
 Representative of Support Staff from each academy

Each Committee member will be confirmed annually by their respective bodies as appropriate and endorsed annually by the Board during the Spring Term. The Group will meet every half term or at least each term and more often at the request of two Group members, a Headteacher of one of the academies or the Board.

2.3 The Headteacher

As the person with the responsibility for the day to day management of health and safety matters in the academy, in accordance with the Health and Safety Policy, and also with the responsibility for ensuring the health and safety arrangements are carried out in practice.

The Headteacher at each of the Academies will:

- Ensure competent people are appointed to provide advice and guidance on health and safety. These persons will be the Health and Safety Co-ordinators. Advice and guidance will also be purchased from Solihull Metropolitan Borough Council (SMBC), Health & Safety Support Team.
- Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities.
- Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with Trade Union appointed Health and Safety Representatives
- Ensure that a suitable training programme is maintained that addresses the needs of staff at all levels.
- Ensure that contractors are competent to carry out their work safely with minimal risk to themselves and others.
- Ensure risk assessments are undertaken for work activities they control, in consultation with their employees.
- Develop, implement and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place to remove or reduce the risks to as low a level as reasonably practicable.

- Ensure that they and their staff have adequate levels of training, instruction and supervision to work safely with minimal risk to themselves or others, paying particular attention to young employees and new starters.
- Ensure induction training is provided for all new staff, including temporary staff to ensure they are aware of the emergency procedures and any significant risk within the workplace.
- Make sure all work related accidents or incidents, including near misses are investigated and reported and any necessary remedial action is taken.
- Ensure that work place inspections are carried out, at least annually, to ensure that the working environment and equipment are safe and adequately maintained.
- Monitor contractors and ensuring that only competent, approved contractors are engaged to work on each of the academy's sites.
- Make sure that any emergency procedures are effective, practised and communicated to anyone who may be affected.
- Ensure premises officers are engaged, trained and deployed to ensure health and safety policies and practices are enacted.

2.4 Director of Finance & Support Services

Responsibility for implementing operational health and safety rests with the Trust Board, Local Governing Bodies and the Headteacher of each of the academies. However, some of these duties have been delegated to the Director of Finance & Support Services for the Trust, who will (on their behalf) ensure that policies, procedures and safe system of work are implemented on a daily basis.

The Director of Finance & Support Services will:

- Promote a positive and proactive approach to health and safety.
- Implement and communicate the Trust's Health and Safety Policy and safe systems of work.
- Ensure that contractors, parents, members of the public and other users of all sites within the Trust are aware of safety procedures.
- Ensure the health and safety notice board at each of the sites is kept up to date.
- Ensure appropriate procedures for authorisation of school visits is followed.
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitor the purchasing and maintenance of equipment and materials and ensuring that all current health and safety standards are achieved.
- Liaise with the premises officers at each of the sites to monitor contractors on each of the premises and to ensure that they consult the Asbestos Management Plan prior to commencing work.
- Ensure that risk assessments are completed and reviewed, as required.
- Ensure that all work related accidents or incidents, including near misses, are investigated and reported and any necessary remedial action is taken.
- Ensure that work place inspections are carried out, at least annually, to ensure that the working environment and equipment are safe and adequately maintained.
- Monitor contractors and ensure that only competent, approved contractors are engaged to work on each of the academy's sites.
- Ensure that contractors are competent to carry out their work safely with minimal risk to themselves and others.
- Ensure that appropriate health and safety information is available for all staff to access.
- Chair the Health and Safety Committee and present health and safety reports to individual teams.
- Ensure records and inventories relating to health and safety are maintained.

2.5 Deputy Headteachers and Senior Teachers

In the absence of the Headteacher at one of the Trust's academies, a Deputy Headteacher or Senior Teacher at the appropriate academy, will take on the day to day responsibilities of the Headteacher for Health and Safety, as set out in 2.3 above.

2.6 Competent Person

Health and Safety Law requires the appointment of one or more "competent" persons to help employers to comply with legislation. At Plantsbrook Learning Trust this will be provided by the Health and Safety Team at Solihull Metropolitan Borough Council, which will advise, consult, support and liaise with the Headteachers, the Director of Finance & Support Services for the Trust and any other relevant employees.

The Health and Safety Team at Solihull MBC will:

- Act as the first point of contact for the Health and Safety Executive (HSE).
- Assist with the maintenance of the Trust's health and safety management system, providing advice, support and guidance on all aspects of the health and safety, with support and guidance from Solihull MBC.
- Assist with the development of health and safety policies, procedures and standards to ensure that consistent and effective health and safety practices exist across the academies
- Carry out a programme of inspections to ensure that the Trust's health and safety policy is complied with
- Undertake specialist risk assessments, where appropriate
- Review reports of all accidents and compile statistics to identify causes and trends and make recommendations to improve performance
- Where appropriate, conduct impartial accident investigations and prepare reports of such investigations, with recommendations to prevent recurrence
- Assist in the development of health and safety awareness training.

2.7 Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. A Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. Risk Assessors will:

- Attend appropriate training before carrying out any risk assessments.
- Carry out risk assessments as directed by their Manager.
- Make a written record of the risk assessment using the Trust's documentation. A copy of all risk assessments to be forwarded to the Director of Finance & Support Services for the Trust to form part of the appropriate academy's documentation.
- Communicate the findings of the risk assessment to the relevant Manager.
- Where risks are not adequately controlled, develop an action plan with the appropriate Manager.
- Conduct inspections of the workplace at least once per term, to ensure that the working environment and equipment are safe and adequately maintained. The record of the inspection to be forwarded to the Trust's Director of Finance & Support Services.
- Inform Managers of any additional hazards they become aware of.
- Seek further advice/support and expertise where required.

2.8 Subject Leaders /Line Managers

Responsibility for implementing operational health and safety rests with Subject Leaders/Line Managers, who ensure that policies, procedures and safe systems of work are implemented on a daily basis. Subject Leaders/Line Managers are responsible for health and safety in their particular area of responsibility and will:

- Promote a positive and proactive approach to health and safety.
- Implement and communicate the school's Health and Safety Policy and safe systems of work.
- Ensure that contractors, customers and visitors are aware of safety procedures. This includes ensuring that contractors are competent to carry out their work safely with minimal risk to themselves and others.
- Ensure risk assessments are undertaken for work activities they control, in consultation with their employees.
- Develop, implement and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place to remove or reduce the risks to as low a level as reasonably practicable.
- Ensure that they and their staff have adequate levels of training, instruction and supervision to work safely with minimal risk to themselves or others, paying particular attention to young employees and new starters.
- Ensure induction training is provided for all new staff, including temporary staff to ensure that they are aware of the emergency procedures and any significant risks within the workplace.
- Make sure all work-related accidents or incidents, including near misses are investigated and reported and any necessary remedial action is taken.
- Ensure that work place inspections are carried out, at least twice each year, to ensure that the working environment and equipment are safe and adequately maintained.
- Make sure that emergency procedures are effective, practised and communicated to anyone who may be affected.

2.9 All Employees of the Trust

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in the individual academy rests with the Headteacher of each academy, the Board and the Local Governing Body, all members of staff have a clear responsibility in ensuring the effective delivery of this Policy.

Health and Safety Law require all employees, wherever they work, to be responsible for helping the Trust maintain and improve health and safety standards. This means that all employees must:

- Take reasonable care of the health and safety of themselves, fellow employees and other persons who may be affected by their acts or omissions
- Co-operate with and support the academy, managers and other employees, in meeting their health and safety legal responsibilities.
- Undertake any required training and only use tools, machinery, plant, vehicles or equipment that they are trained to use.
- Take all suitable safety precautions and carry out work in accordance with the information, instruction and training they have received (written or verbal).
- Make use of, wear and take good care of anything (including equipment and protective clothing) provided for the purposes of health and safety.
- Maintain tools, machinery, plant, vehicles and equipment in a good condition, only use them for the purpose intended and withdraw from use anything that is considered unsafe.

- Report defects, malfunctions, hazards, accidents, incidents, “near misses” and anything thought to be dangerous to their Manager and the Trust’s Director of Finance and Support Services.
- Be sensibly and safely dressed for their particular working conditions.
- Follow laid down emergency procedures and be aware of the position of fire alarms, fire exits, first aid equipment and the identity of First Aid Officers.
- Inform their line manager (in confidence) about any personal conditions, which could increase the likelihood or impact of an accident or incident.

Employees should not undertake potentially hazardous tasks for which they have not been trained. If anyone feels that they have received inadequate training or information before being exposed to new or increased risks, the matter should be raised with their line manager who will bring it to the attention of the Headteacher of their academy.

SECTION THREE - HEALTH AND SAFETY ARRANGEMENTS

The following section explains the day-to-day arrangements that are in place for the management of health and safety across the Trust.

3.1 Health and Safety Policies

This overall Health and Safety Policy is supported by a number of other operational policies/procedures, which provide more detailed guidance on certain aspects of health and safety. These documents do not supersede this overall Policy, but should be read in conjunction with it.

Further policies and guidance will be produced as required by changes in legislation or in line with best practice.

All health and safety policies will be reviewed by the Headteachers, with the support of Solihull MBC. Where appropriate, it will be ensured that any management/Board or Local Governing Body approval is obtained, prior to publication.

Appendix A details the existing and proposed supporting policies / procedures / guidance. Full versions of all policies / procedures / guidance can be found in each of the Academy's websites, the Policy Centre section of the Plantsbrook School website and intranet, the T-drive of Town Junior School's file server within the 2a Policies Folder (Staff section), the Health and Safety notice board at each academy and in each Academy main school office.

3.2 Organisation

3.2.1 Roles and Responsibilities

Specific health and safety roles and responsibilities are detailed in **Section 2** of this document. To support these arrangements, **Appendix B** provides a diagram of the Trust's overall Health and Safety Management Structure.

3.3 Consultation

The school supports and encourages employee participation in health and safety. It is recognised that active employee involvement helps to:

- Promote a positive health and safety culture.
- Develop effective risk control measures and realistic safe systems of work.
- Reduce accidents and work related ill health.

To achieve this participation, the Trust will promote open and constructive consultation with employees and their nominated representatives. This includes the requirements as set out in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

The Trust's Director of Finance & Support Services will chair the H&S Committee and all appointed safety representatives will be members. The Committee will meet regularly to consider health and safety issues. The minutes of these meetings will be available to all staff and posted on each academy's Health & Safety notice board.

3.4 Information, Instruction and Training

So far as is reasonably practicable, the Trust will provide suitable and sufficient information, instruction and training to all employees. This includes the following:

- Induction information and training for new employees.
- Provision and dissemination of health and safety information in team briefings, newsletters, leaflets, posters and other appropriate methods.
- Provision of guidance, including current policies and procedures (located in the health and safety folder on the staff intranet and the T-drive of Town Junior School's file server within the 2a Policies Folder (Staff section))
- Training, as appropriate, on a range of health and safety issues.

Additionally, every opportunity will be taken to raise awareness and understanding of health and safety. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

This Health and Safety Policy (and any future revisions) will be communicated as appropriate, to ensure that all managers and staff are aware of its existence and their responsibilities. It will also be available on the Health & Safety notice board at each of the academies and in the following locations:

Plantsbrook School An electronic copy will be saved within the health and safety folder located on the school intranet.

Town Junior School T-drive of Town Junior School's file server within the 2a Policies Folder (Staff section)

3.5 Policy Implementation

The Headteacher at each academy (on behalf of the Trust and the Local Governing Body) has the operational responsibility for ensuring that the Trust's health and safety policies are implemented.

All Headteachers / Managers have a responsibility to implement and communicate the Trust's and the individual academy's Health and Safety Policies, health and safety procedures and safe systems of work.

On a day-to-day basis, all employees have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the Trust's and the individual academy's policies.

The Solihull MBC Health and Safety Support Team will carry out audits of all health and safety policies and procedures within the Trust's academies.

3.6 Measuring Performance

Health and safety performance will be measured by the Board and the Headteachers, supported by Solihull MBC Health & Safety Support Team by:

- Monitoring performance standards;
- Regular auditing and undertaking inspections;
- Accident/incident reporting and investigation;
- Measuring the effectiveness of absence recording.

3.7 Reviewing / Monitoring Performance

Performance will be measured against health and safety performance indicators and targets and reported at local academy management team meetings, Trust Headteachers' meetings and to the Board on a regular basis.

The Board recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

The Board will call for annual reports on:

- Accident / incidents.
- Results of internal or external health and safety inspections.
- Reviews of any procedures carried out by the Headteachers of the academies within the Trust.
- The Headteachers shall provide such reports as required by the Board as part of the management of the school.
- A Governor, on behalf of the Local Governing Body, shall carry out a visual inspection of the academy and report any issues arising to the Headteacher or the Trust's Director of Finance & Support Services.
- Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the academy and report any issues to the Headteacher.
- Periodically review risk assessments.

To help this process, the Board will ensure that all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

3.8 Auditing

Solihull MBC will undertake a risk based programme of audits across all areas of the Trust to ensure that Health and Safety Policies / Procedures are implemented and that (as far as is reasonably practicable) safe working practices operate.

3.9 Planned Date of Review

Annually from the date of implication.

SUPPORTING AND PROPOSED HEALTH AND SAFETY POLICIES
Appendix A

Policy	Detail
Accident Reporting	This Policy outlines the procedure to follow when an accident, injury, work related disease and ill health, or “near miss” occurs on premises owned/controlled by Plantsbrook Learning Trust. It also applies to any accident or injury that arises from work activities that are carried out away from premises.
Contractors	This Policy describes the arrangements in place to minimise the risks to contractors and others affected by their activities. It includes guidance on meeting the legislation related to construction design and management.
Display Screen Equipment	This Policy provides general guidance with regard to employees who work with display screen equipment (DSE).
Minibus Driving	This Policy describes the arrangements in place for managing the risks associated with work related driving.
Fire and Emergency Evacuation	This Policy describes the arrangements in place to minimise the risk of fire and the procedure that should be followed in the event of a fire or emergency evacuation.
Risk Assessment	This Policy describes the arrangements in place and the documentation to be used to ensure that suitable and sufficient risk assessments are carried out on all work activities.
Guidance and Procedures	All of these aspects should be considered in the Risk Assessment – but additional guidance is provided. This include particular guidance on Lone Working, Manual Handling, Working at Heights, COSHH, Asbestos, PUWER, Electricity, PPE, New and Expectant Mothers, Legionella, Noise, etc.

PLANTSBROOK LEARNING TRUST
HEALTH & SAFETY MANAGEMENT
STRUCTURE CHART

