



# **Kingsbridge Educational Trust**

**Health & Safety Policy**



## Kingsbridge Educational Trust Health and Safety Policy

### Statement of Principles

The Board of Directors (BoD) of Kingsbridge Educational Trust (KET) [the Trust] will meet its responsibilities under the 'person in control of premises' under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 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 pupils, visitors and contractors.

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

Where necessary the Trust will support staff to seek specialist advice to determine the risks to health and safety in the establishment 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.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all school and trust activities.

The BoD and senior leadership of KET are committed to:

- a. Providing a safe and healthy learning and working environment.
- b. Preventing accidents and work-related ill health.
- c. Compliance with statutory requirements as a minimum.
- d. Assessing and controlling risks from curriculum and non-curriculum work activities.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- h. Setting targets and objectives to develop a culture of continuous improvement.
- i. Ensuring adequate welfare facilities exist throughout the organisation.
- j. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

The Trust 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;
- The Every Child Matters agenda stipulates the entitlement of pupils to a healthy and safe environment.

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

**Name: Megan Crawford**  
**Chair of Trust**

**Signature** \_\_\_\_\_

**Date:**

**Name: Peter Barnes**  
**Chief Executive Officer (CEO)**

**Signature** \_\_\_\_\_

**Date:**

Approved by the Board of Directors  
15<sup>th</sup> December 2020

# Kingsbridge Educational Trust

## Health and Safety Policy

### ORGANISATION

#### 1.0 RESPONSIBILITIES

The Health and Safety at Work Act 1974, requires elected members, trustees, 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 Headteachers have the day-to-day responsibility for Health and Safety matters in their own school.

In order to achieve compliance with this policy, additional responsibilities have been assigned to the Local Governing Bodies (LGBs), Headteachers and staff as detailed in schools' own Health & Safety Policies.

#### 1.1 Kingsbridge Educational Trust (KET)

The Trust have responsibility to ensure that:

- A clear written statement (above) promotes the correct attitude towards safety of staff, visitors and students
- The schools' Health and Safety Policies and performances are reviewed annually.
- An annual trust wide health and safety report is produced and published by the Chief Finance Officer (CFO)

The CFO will liaise on KET's behalf with Headteachers to ensure their policy and procedures are compliant.

#### 1.2 Local Governing Bodies (LGBs)

LGBs have responsibilities to ensure that:

- The Headteacher produces, in consultation with union-appointed (where applicable) health and safety representatives, a school health and safety policy for the School for approval and adoption by the local governing body.
- Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- Regular termly safety inspections are undertaken.
- Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- Health and safety is a standing item on all LGB agendas.
- An annual health and safety report is published.
- A positive health and safety culture is established and maintained.

#### 1.3 Headteachers

The headteacher is responsible for day-to-day management of health and safety in the school.

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The headteacher will ensure that:

- A health and safety policy is produced for approval by the governing body and that the policy is regularly reviewed and revised as necessary, in conjunction with the recognised trade unions and at least every two years.
- Suitable and sufficient risk assessments of work activities are undertaken, that a written or electronic record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- For high risk activities, safe systems of work are identified via a risk assessment.
- Information and advice on health and safety is acted upon and circulated to staff and local governing body.
- Regular inspections are carried with reports submitted to the governing body and trust.
- An annual report is provided to the local governing body.
- There is co-operation with the trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- Staff have the competency to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- There is co-operation with, and provision of necessary facilities for, trade union health and safety representatives (where applicable).
- Appropriate tasks are delegated to the school's premises manager and other premises staff.

### **1.4 Responsibilities of Senior Managers and Department Heads**

- Deputy and assistant Headteachers may be required to undertake any of the Headteachers' duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- Heads of department/year group may be expected to oversee health and safety matters relating to their curriculum areas.

### **1.5 Responsibilities of the school site staff**

The school site staff will ensure that:

- Safe means of access and egress are maintained.
- The premises are kept clean and that adequate welfare facilities are provided.
- Safe working arrangements are in place when contractors are working on the premises.
- Adequate security arrangements are maintained.
- Adequate fire safety arrangements are implemented.

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- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- Adequate systems are in place for the management of asbestos and control of Legionella.
- All premises-related accidents/incidents are recorded and investigated.
- Regular inspections of the premises take place, with union safety representatives invited to take part (where applicable).
- A copy of the Health and Safety Law poster is displayed in an easily accessible location.

### **1.6 Responsibilities of all employees**

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the trust will act responsibly to ensure that:

- They are familiar with, and comply with, the school's health and safety policy.
- They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- They report immediately, to the Headteacher or to their line manager, any serious or immediate danger of which they become aware.
- They report to the Headteacher or to their line manager immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally.
- There is no misuse of anything that has been provided for health and safety purposes.
- They use the correct equipment and tools for the job and any protective equipment that may be supplied.

### **1.7 Responsibilities of all pupils**

All pupils will be encouraged to follow safe working practices and observe safety rules.

All secondary and sixth form pupils will:

- Follow instructions issued by any member of staff in case of emergency.
- Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- Inform a member of staff of any situation which may affect their safety or that of other students or staff.

### **Arrangements**

#### **2.1 Health and safety representatives**

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the school will consult

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with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The School will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. The School will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively. Paid time off for routine functions will also be provided.

There are currently no members of staff who are health and safety representatives for the recognised trade unions within any of the schools within the trust.

### **2.2 Health and safety committee**

The trust will establish a health and safety committee to enable the management of each school and trade union representatives (if applicable) to work together to ensure, not only compliance with the law, but also the development of a positive health and safety culture within the workplace where every employee is encouraged to have an active voice. The trust and its schools recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

### **2.3 Health and safety policies and procedures**

Each school is responsible for establishing its own arrangements, which may be set out in separate policies, statements or a manual, for addressing the following areas to include but not limited to:

- Reporting of incidents/injuries/accidents
- Asbestos management (where applicable)
- Contractors on site
- Off-site activities school
- Security
- Slips and trips
- Vehicle movements
- Fire safety
- Electrical safety
- Minibus safety (where applicable)
- ICT use (covered by the Trust wide policy)
- First aid lifting/handling
- Infectious diseases
- Severe weather
- Administration of medicines
- Critical incidents
- Lone working
- Stress management



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- Water safety/Legionella
- Harassment and bullying, including cyberbullying
- Online safety

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