

# Health and Safety Policy

**History of document: To be reviewed annually and re-approved by the Trust Board every three years, or sooner if deemed necessary.**

Version	Author	Date written	Approved	Note of Revisions
V1	C.Burt	19 Jun. 2018	10 Jul. 2018	
V2	L.Claringbold	20 Apr. 2021	06 Jul. 2021	Reviewed alongside the NY HandS model policy on which this policy is based.  No changes
V3	L.Claringbold	13 Jun. 2024	18 Jul. 2024	School Statement of Arrangements appended to the policy

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## 1. Policy Statement and Aims

Yorkshire Causeway Schools Trust recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by Trust activities.

The Trust's commitments are:

- to prevent injury and ill health associated with Trust's activities
- to provide a healthy and safe working environment
- to promote a positive health and safety culture throughout the organisation
- to satisfy applicable legal and other requirements
- to control health and safety risks through applying a hierarchy of control
- to continually improve the Trust's health and safety management system and performance
- to engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- to set health and safety objectives and monitor their achievement

The Trustees are committed to integrating health and safety into decision-making and risk management processes within the Trust and its schools. The Trustees, together with the Leadership Team, will ensure the effective leadership of health and safety for the Trust and others affected by the Trust's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. We regularly review these assessments, to ensure that the Trust complies with legal requirements and strives to achieve best practice.

We will maintain arrangements to consult employees, trade union representatives and others who may be affected by Trust activities, to encourage a joint approach to the management of health, safety and welfare.

The Trust expects all employees, and those undertaking work on behalf of, or in partnership with, the Trust to take reasonable care of their own health and safety, for the health and safety of others and to co-operate with the Trust in the performance of its moral and statutory duties.

The Trust will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

This Policy should be read in conjunction with each individual school's Health and Safety Statement (*see Appendix One*) which covers, in greater detail, the actual arrangements/responsibilities in place for each of the following key areas:

- Responsibilities
- Health and Safety Risks
- Consulting with employees
- Safe Plant and Equipment
- Safe Handling and Use of Substances (COSHH)

- Information, Instruction and Supervision
- Competency and Training
- Accidents, Incidents, First Aid and Work-Related Ill Health
- Monitoring
- Asbestos Risk Management
- Legionellosis Minimisation
- Work At Height
- Educational Visits
- Emergency Procedures – Fire and Evacuation
- Other associated policies, such as Estates Management

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

### 3. Roles and responsibilities

#### 3.1 The Trust Board

The Trustees have ultimate responsibility for health and safety matters in Trust schools, including the setting of this policy but will delegate day-to-day responsibility to individual school Local Governing Bodies and Headteachers.

The Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

##### 3.1.1 Local Governing Body

The Local Governing Body are responsible for the effective leadership of health and safety within their School. The Local Governing Body will carry out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of the Individual School, of its values and performance standards;
- Ensure that individual Schools have a clear management structure, and that health and safety responsibilities are effectively communicated and included in job descriptions;
- Ensure that there are adequate and appropriate arrangements to encourage the trust, participation and involvement of all employees on health and safety issues;
- Ensure there are adequate arrangements so that the required health and safety information is shared between those that need it;
- Ensure that there are systems and arrangements to secure the competence and capability on health and safety related matters of all employees and others who are part of the conduct of the Schools' undertakings;
- Provide visible leadership on health and safety to headteachers by setting and reviewing targets for achieving improvements in health and safety performance including conducting termly walkarounds;
- Ensure that adequate resources are made available to achieve high standards of health and safety performance;
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports including reviewing accident, incident and near miss reports on a termly basis;
- Keep health and safety performance under review at Local Governing Body meetings and ensure a formal annual review is carried out;
- Engage with the Hands Service and others to monitor the need for further health and safety measures.

### 3.2 Headteacher

Headteachers are responsible for the effective implementation of this health and safety policy and associated management systems in all Trust Schools. They are responsible for ensuring that staff are aware of their responsibilities for implementing the day-to-day operation of all health and safety systems and procedures within their schools. In addition to these general duties, they will carry out the following:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values and performance standards in their schools;
- Ensure that their school has a clear management structure and that health and safety responsibilities are effectively communicated;
- Provide visible leadership on health and safety to staff by setting and reviewing targets for achieving improvements in health and safety performance;
- Oversee implementation of the health and safety action plans developed as part of HandS service visits and monitor their implementation;
- Ensure that adequate resources are made available to achieve high standards of health and safety performance;
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports;
- Ensure that arrangements are in place so they are advised of any accidents, incidents and health and safety issues occurring in the school;
- Notify the Trust of any significant accidents, incidents or health and safety issues within school;
- Keep health and safety performance under review and play a full and active part in the review process at School Improvement/Leadership Group meetings;
- Ensure that the necessary risk assessments have been completed by an appropriately trained/knowledgeable person, and that these are reviewed annually, (or sooner if circumstances change);
- Ensure that all employees have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimize these risks;
- Ensure that health and safety issues are taken into account in all lesson plans;
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction to be rectified where practicable;
- Monitor the need for any further health and safety measures, instruction and training;
- Provide effective leadership on health and safety to their staff by setting and reviewing targets for achieving improvements in health and safety performance;
- Consult the HandS and others who may assist with monitoring the need for further health and safety measures.
- Ensure that contracts are in place for building maintenance including the inspection and testing of equipment in the premises e.g. boilers, electrical, fire equipment, gas, lifts, etc.

- Ensure suitable arrangements are in place at the premises for the management of contractors and construction projects on site;
- Maintain suitable arrangements in the premises to manage any asbestos present in the building;
- Maintain suitable arrangements in the premises to manage any legionella risk in the building;

### 3.3 NYC HandS Service

The Trust has appointed the NYC HandS Service as their competent person in accordance with the Regulation 7 of the Management of Health and Safety at Work Regulations 1999. HandS Service provides strategic health and safety advice and support to the Schools, Trustees, LGCs, Headteachers and employees of the Trust. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the HandS Service relieve either managers or supervisors of their operational health and safety responsibilities.

The HandS Service carries out the following duties:

- Work in partnership with individual schools to develop an annual health and safety action plan by undertaking the Annual Review Checklist for each school;
- To escalate or report as appropriate any failure to implement the health and safety plan to the LGC and/or Trust Board via the Trust Estates Managers/Compliance and Policy Officer;
- To contribute to, and engage in, the development of policies and procedures relating to health and safety;
- Develop and advise on the implementation of health and safety policy, procedures and management systems for existing and new activities;
- Support and empower headteachers to develop and implement effective health and safety risk management in their individual schools;
- Promote a positive health and safety culture, based on sensible risk management, to secure high standards of health and safety;
- Advise on the development of health and safety action plans, including the setting of realistic short-term and long-term objectives by conducting an annual Premises Inspection;
- Advise and inform on all aspects of health and safety, including new legislation, affecting the work of the Trust;
- Advise on the implementation of the health and safety risk assessment system and prioritisation of control measures;
- Advise on health and safety training for staff and ensure it is appropriate for their duties and responsibilities;
- Conduct an annual fire risk assessment for each school;
- Ensure appropriate health and safety signs and information is displayed;
- Ensure suitable first aid arrangements are maintained at the premises;

- Ensure emergency procedures are developed and periodically tested for the premises;
- On multi-occupancy sites ensure that, there is co-operation and co-ordination of health and safety arrangements between all parties;
- Ensure that suitable and sufficient risk assessments are carried out in each school. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is a significant change) and modified if necessary;
- Co-ordinate the accident/incident reporting, recording and investigation system. Completed ARF1 forms to be sent to NYC for reporting to the HSE on the Trusts behalf;
- Report to management on health and safety performance and standards;
- Provide the main point of contact and maintain professional working relationships with health and safety enforcing authorities;
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.

#### 3.4 All Employees, Trainees, Supply Staff and Volunteers

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to the Trust's disciplinary procedures. In particular, all employees, trainees, temporary workers and volunteers are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work;
- Co-operate with all headteachers and the HandS Service on health and safety matters;
- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention;
- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them;
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager;
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare;
- Report any accident/incident or near miss to their headteacher (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on Trust premises, sites or affected by Trust activities, which comes to their attention;
- Report to their headteacher any work situation they consider to represent a serious and immediate danger to health and safety, or any other relevant matter that they consider to represent a shortcoming in current arrangements for health and safety;
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations, lockdown etc.



### 3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### 3.7 Trade Union safety Representatives

Trade Union Safety Representatives are consulted where appropriate on matters affecting the health and safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trades Unions on health and safety takes place at individual school level through the various risk management and health and safety groups.

## 4. Risk assessments

In order to adequately carry out risk assessments, each school must have at least one member of staff who has completed the [Certificate in Understanding Risk Assessments](#) module available on the National College training platform. This person should then be responsible for conducting the risk assessment, alongside the person(s) undertaking the activity where appropriate.

The course has been assured by the Royal Society for the Prevention of Accidents (RoSPA) qualifications, and provide the knowledge and skills needed to understand the legislative framework around conducting risk assessments, key practical risk assessment techniques and the monitoring, evaluation and review processes.

## 5. Training

All staff are provided with health and safety training as part of their induction.

Staff who work in high- risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### Associated documents

- School Health and Safety Statement
- Estates Management Policy
- First Aid Policy
- School Medical Policy
- Accessibility Plan
- Critical Incident and Business Continuity Plan
- Risk Assessments
- Child Protection Policy
- Control of Contactor Arrangements
- Annual health and safety review checklist

Appendix One: School Health and Safety Statement of Arrangements

**THIS IS THE HEALTH AND SAFETY STATEMENT OF ARRANGEMENTS FOR**

**[SCHOOL NAME]**

**Our statement of intent is:**

- Implement the requirements of the Trust’s Health and Safety Policy
- to make adequate arrangements for the health, safety and welfare of staff and pupils
- to provide adequate control of health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- co-operate with the NY HandS team in matters related to health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction, and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

Signed (Headteacher):		Date:	
Signed (Chair of Governors):		Date:	
Review Date:			

## RESPONSIBILITIES

The Trustees have ultimate responsibility for health and safety matters in Trust schools, but day-to-day responsibility is delegated to individual school Local Governing Body and Headteachers.

Responsibility within the school is that of:

**Headteacher:** [NAME]

**Chair of Governors:** [NAME]

To ensure health and safety standards are maintained/improved, the following people have responsibility in addition to those named above:

**Health and Safety Governor:** [NAME]

All employees have a responsibility to:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety and of others; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES	
Risk assessments will be undertaken by:	[NAME] and the staff member undertaking the activity
The findings of the risk assessments will be reported to:	All staff
Action(s) required to remove/control risks will be approved by:	[NAME] and the staff member undertaking the activity
The person responsible for ensuring the action required is implemented is:	[NAME] and the staff member undertaking the activity
Checks that the implemented actions have removed/reduced the risks will be carried out by:	[NAME] and the staff member undertaking the activity
Assessments will be reviewed:	In the event of an accident, annually or when the work activity changes, whichever is soonest.

CONSULTATION WITH EMPLOYEES	
Employee representative(s) are:	[LIST NAMES]
Consultation with employees is provided via:	<ul style="list-style-type: none"> <li>• Training days</li> <li>• Staff briefings and noticeboard</li> <li>• [LIST ANY OTHER AS APPROPRIATE]</li> </ul>

SAFE PLANT AND EQUIPMENT	
Identifying equipment/plant, which will need maintenance is the responsibility of:	[LIST]
Ensuring effective maintenance procedures are drawn up is the responsibility of:	[LIST]
The person responsible for ensuring that all identified maintenance is implemented is:	[LIST]
Problems with plant/equipment should be reported to:	[LIST]
Checking plant and equipment health and safety standards before purchase is the responsibility of:	[LIST]

SAFE HANDLING AND USE OF SUBSTANCES	
Identifying substances which need a COSHH assessment is the responsibility of:	[LIST]
The person(s) responsible for undertaking COSHH assessments is/are:	[LIST]
Ensuring that all actions identified in the assessments are implemented is the responsibility of:	[LIST]
The person responsible for ensuring that relevant employees are informed about COSHH assessments is:	[LIST]
Checking that substances can be used safely before they are purchased is the responsibility of:	[LIST]
Assessments will be reviewed:	In the event of an accident, annually or when the work activity changes, whichever is soonest.

INFORMATION, INSTRUCTION AND SUPERVISION	
The Health and Safety Law poster is displayed at:	Staff room [LIST ANY OTHER LOCATIONS]
Health and safety advice is available from your NYES Health and Safety (HandS) Service Safety Risk Adviser:	Joel Davis 07977 802584
Supervision of young workers and trainees will be arranged/undertaken/monitored by:	[NAME]
Ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information is the responsibility of:	[NAME]

COMPETENCY FOR TASKS AND TRAINING	
<b>Induction training will be provided for all employees by:</b>	<ul style="list-style-type: none"> <li>• Line manager</li> <li>• Specified online training modules</li> <li>• [OTHER]</li> </ul>
<b>Job specific training will be provided by:</b>	<ul style="list-style-type: none"> <li>• Line manager</li> <li>• Specified online training modules</li> <li>• NY HandS Service</li> <li>• [OTHER]</li> </ul>
<b>Health and Safety Training Requirements:</b>	<ul style="list-style-type: none"> <li>• Asbestos awareness</li> <li>• Legionella awareness</li> <li>• First aid training</li> <li>• Fire awareness/Fire warden training</li> <li>• Working at height/safe ladder use</li> <li>• Manual handling</li> <li>• Educational visit training</li> </ul>
<b>Training records are kept:</b>	[LOCATION]
<b>Training will be identified, arranged and monitored by:</b>	[NAME]

ACCIDENTS, INCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH	
<b>Location(s) of First Aid Boxes:</b>	[LOCATION(S)]
<b>The first aiders are:</b>	[NAME]
<b>All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept:</b>	[LOCATION]
<b>The person responsible for reporting accidents, diseases and dangerous occurrences to the NYC CYPS Health and Safety section is:</b>	[NAME]

MONITORING	
To check our working conditions, and ensure our safe working practices are being followed, we will undertake:	<ul style="list-style-type: none"> <li>• Legionella testing</li> <li>• Asbestos inspection</li> <li>• Termly Visual health and safety inspection</li> <li>• Establishment Hands Service Inspection</li> <li>• PAT testing</li> <li>• Fixed appliance electrical testing</li> <li>• Extraction fans maintenance</li> <li>• Property Services Condition Survey</li> <li>• Prioritised programme of risk assessment</li> <li>• Boiler room annual inspection</li> <li>• Gulleys and gutters checked and cleaned</li> <li>• Pest control</li> <li>• Sports and gym equipment maintenance</li> </ul>
The person responsible for investigating accidents is:	[NAME]
The person responsible for investigating work-related causes of sickness absences is:	[NAME] NYC Occupational health
The person responsible for acting on investigation findings to prevent a recurrence is:	[NAME] NYC Occupational health

ASBESTOS RISK MANAGEMENT	
The Responsible Officer for asbestos management is:	[NAME]
The Asbestos Risk Management file (including the Asbestos Management Plan and surveys) is kept in:	[LOCATION]
The Asbestos Register showing the location of asbestos containing materials (ACM's) are kept in:	[LOCATION]
Ensuring that contractors are made aware of the location of ACM's and that they sign the relevant permit to work is the responsibility of:	[NAME]
Arranging annual re-inspection surveys, to be completed by a competent person, are the responsibility of:	[NAME]
Asbestos risk assessments will be undertaken by:	[NAME]

Visual inspections of the condition of ACM's will be undertaken by:	[NAME]
Records of the above inspections will be kept in:	[LOCATION]

LEGIONELLOSIS MINIMISATION	
The two 'Nominated Persons' for Water Management at the premises are:	[NAMES]
Risk assessments detailing on-site tasks for the minimisation of Legionellosis risk are kept in:	[LOCATION]
The person responsible for carrying out the on-site tasks set out in the above assessments is:	[NAME]
Record showing that the above on-site tasks have been undertaken are kept in:	[LOCATION]

WORK AT HEIGHT	
All work at height in the establishment must be authorised by:	[NAME]
Risk assessments for working at height are to be completed by:	[NAME] and all members of staff involved
Equipment used for work at height is to be checked by and records kept in:	[NAME]  [LOCATION]

EDUCATIONAL VISITS	
Off-site educational visits must be authorised by:	[NAME], NYC and Governors
The Educational Visits Co-ordinator(s) is/are:	[NAME]
Risk assessments for off-site visits are to be completed by:	The visit/group leader



Policy, Procedures and Guidance for Educational Visits are kept in:	[LOCATION]
Details of off-site activities are to be logged onto Evolve by:	[NAME]

EMERGENCY PROCEDURES – FIRE AND EVACUATION	
The person responsible for ensuring that the fire risk assessment is undertaken and implemented is:	[NAME]
Escape routes are checked by/every:	By all staff, daily.
Fire extinguishers are maintained and checked by/every:	[SERVICE PROVIDER] – Annually Visually inspected - Termly
Alarms are tested by/every:	[NAME] – [FREQUENCY]
Emergency evacuation will be tested:	[FREQUENCY]

RELEVANT DOCUMENTS
<p>Other policies/procedures/documents relevant to Health and Safety in our school include:</p> <ul style="list-style-type: none"> <li>• Critical Incident and Business Continuity Plan, <i>inclusive of Lockdown and Disaster Recovery Procedures</i></li> <li>• Estates Management Policy</li> <li>• Child Protection Policy</li> <li>• Educational Visits Policy</li> <li>• Display Screen Equipment guidance</li> <li>• Fire Safety procedure</li> <li>• School Medical Policy</li> <li>• First Aid Policy</li> <li>• Intimate Care procedure</li> <li>• Lettings Policy</li> <li>• Lone Working procedure</li> <li>• Midday Supervisor procedure</li> <li>• Snow and Ice procedure</li> <li>• Gritting Plan</li> <li>• Use of Chemicals at Work procedure</li> <li>• Use of Sunscreens procedure</li> <li>• Working at Height procedure</li> <li>• Annual health and safety review checklist</li> </ul>