



# HEALTH AND SAFETY POLICY

Aim: To set out the overarching SET Policy for the management of health and safety within all trust schools and offices

## ESSENTIAL MANAGEMENT POLICY FOR:

Trust senior leadership team, Headteachers, all staff

**Date issued:** 20 April 2017 by: Guy McCurley HSM

**Last review:** 15 May 2024 by C Lloyd HSM

**Next review:** May 2025

### Revision History

Issue Date:	Version:	Comments
20.4.17	1.0	First issue distributed to Trust SLT
30.8.22	2.0	Refs to local governors removed from all sections
		Ref to Audit and risk committee changed to 'Infrastructure'
		Additional SET Policies & info included at Annex G
16.1.23	3.0	Competent person ref added to section 4.3
10.8.23	4.0	3.5 revised. Modifications to Annexes A,C,D,F and G. All new additions in blue text.
15.5.24	5.0	Changes highlighted in yellow

# SAPIENTIA EDUCATION TRUST

## HEALTH & SAFETY POLICY

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## **1. INTRODUCTION**

This policy sets out the management arrangements through which the Sapientia Education Trust (SET) provides a safe environment for our employees, students and visitors. This applies to our schools, administrative premises and when staff and students are off site as part of their work or for official trips or visits.

## **2. RESPONSIBILITY FOR HEALTH AND SAFETY**

2.1. The SET Board as the employer is responsible under the Health and Safety at Work Act for ensuring as far as is reasonably practicable the health, safety and welfare at work of all employees, students and visitors. In order to achieve this, the SET Board is committed to the following:

- (a) Preventing accidents and work-related ill health.
- (b) Compliance with statutory requirements as a minimum.
- (c) Assessing and controlling risks from curriculum and non-curriculum work activities.
- (d) Providing a safe and healthy working and learning environment.
- (e) Ensuring safe working methods and providing safe working equipment.
- (f) Providing effective information, instruction and training.
- (g) Consulting with employees and their representatives on health and safety matters by way of Employee Committees.
- (h) Monitoring and reviewing our systems and prevention measures to ensure they are safe and effective.
- (i) Promotion of a culture of continuous safety improvement.
- (j) Ensuring adequate welfare facilities exist throughout the schools.
- (k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

2.2. A Health and Safety Management system has been created to ensure that these commitments can be met. Detailed responsibilities for the SET Board including the Chief Executive Officer, Chief Operating Officer, Health and Safety Team, Head Teachers and all other Employees are laid out in the Annexes to this Policy.

### **3. HEALTH AND SAFETY MANAGEMENT SYSTEM**

3.1 Day-to-day management of safety at our schools is delegated to the Head of each school. Job titles may vary across the schools; the term Head Teacher is used to identify the person in charge of the school. Responsibility for the supporting arrangements and associated management system is held by the Chief Operating Officer. Responsibilities for risk management are detailed at Annexes A-E.

3.2 Any member of staff who has a Health and Safety concern directly associated with their area of work should raise this through their line management. Should the employee remain concerned this should then be raised with the Head Teacher.

3.3 Visitors and contractors fall under the responsibility of the employee hosting the individual or group.

3.4 The management system is based on Health and Safety Executive (HSE) guidance provided within HSG (65). The framework of this is set out at annex F. SET adopts the HSE system of Plan, Do, Check, Act.

3.5 The system is supported by the range of SET policies, management plans and codes of practice set out in annex G and these are adopted by each Headteacher. Those which require input from the Headteacher or designated school staff to make them site specific are identified as 'Bespoke'.

3.6 This policy and all other safety policies will be reviewed annually and as a result of any:

- significant change to the Management Structure and or responsibilities
- significant change to the function of the school
- critical incident

### **4. HEALTH AND SAFETY REPRESENTATIVES**

4.1 SET recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out inspections within directed time but, wherever practicable, outside teaching time.

4.2 It is also recognised that they are entitled to certain information, for example about accidents 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 are not carrying out duties on behalf of SET.

4.3 Health and Safety is a standing item on the agenda at SET Infrastructure Committee meetings and at consultation meetings with employee representatives. SET's Health and Safety Manager and/or Health and Safety Officers (HSO) who are the 'Competent Persons' employed by SET to advise on health and safety matters will attend and report at these meetings.

**SAPIENTIA EDUCATION TRUST**

**HEALTH AND SAFETY POLICY**

Policy originally composed by G McCurley, Health and Safety Manager,  
Wymondham College and updated by C Lloyd, Health and Safety Manager, Sapientia  
Education Trust.

Signature.....

Adopted by Mr J Taylor Chief Executive Officer, Sapientia Education Trust

Signature.....

Date.....

**THE SET BOARD**

The SET Board represented by the Chief Executive Officer (CEO) has the following responsibilities to ensure:

- (a) A Health and Safety policy for the Trust is established which sets out the arrangements to provide a safe environment for staff, students and visitors.
- (b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- (c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- (d) Suitable and sufficient support and resources is provided to individual schools to enable the management of safety.
- (e) Sufficient funds are set aside with which to operate safe systems of work.
- (f) Health and safety performance at each School is monitored both actively and reactively by the Headteacher.
- (g) The SET health and safety policy and performance are reviewed annually.

**THE SET CHIEF OPERATING OFFICER**

The Chief Operating Officer has the following responsibilities:

- (a) Ensure all safety policies for the SET are reviewed (see Annex G).
- (b) Ensure safety policies are in place for individual schools as appropriate to the risks presented at the school.
- (c) Ensure that the Policy of the SET is communicated adequately to all relevant persons.
- (d) Ensure appropriate information on significant risk activities is given to visitors and contractors when this arises through arrangements made by the SET rather than locally by the school.
- (e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives
- (f) Ensure those employees who are not part of an individual school are provided with adequate information, instruction and training on health and safety issues
- (g) In relation to point (f), arrange for risk assessments of the premises and working practices to be undertaken for these employees as appropriate to the hazardous nature of their work and ensure safe systems of work are in place as identified from risk assessments.
- (h) Ensure a system is in place through a central record, of the policies and core risk assessments that are in place at individual schools.
- (i) Ensure arrangements are in place to support schools through any contracted safety related inspection, servicing and maintenance.
- (j) Report to the full SET Governing Body meetings on the health and safety performance of the SET.

**THE HEAD TEACHER**

The Head Teacher has the following responsibilities:

- (a) Ensure there is a Health and Safety policy in place for the school including such additional bespoke policies and plans as detailed in Annex G.
- (b) Ensure all Bespoke Policies, Codes of Practice and risk assessments are reviewed as a minimum annually.
- (c) Ensure the Policy is communicated adequately to all relevant persons at the school.
- (d) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- (e) Ensure appropriate information on significant risk activities is given to visitors and contractors if part of an arrangement made by the school.
- (f) Ensure appropriate consultation arrangements are in place for School staff and their Trades Union representatives.
- (g) Ensure that all School staff are provided with sufficient information, instruction and training to enable them to perform the tasks required of them.
- (h) Make or arrange for risk assessments of the school and of any potentially hazardous activities to be undertaken.
- (i) Ensure safe systems of work are in place at the school or during an off-site visit as identified from risk assessments.
- (j) Sufficient funds are set aside with which to operate safe systems of work.
- (k) Ensure that emergency procedures are in place.
- (l) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- (m) Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- (n) Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- (o) Health and safety performance is monitored both actively and reactively.
- (p) Ensure arrangements are in place for a safety inspection of the school once a term.



**THE HEALTH AND SAFETY TEAM**

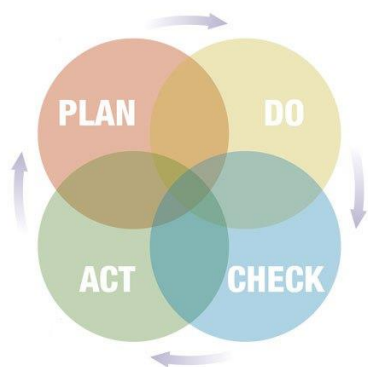
The SET Health and Safety Manager and his/her team have the following responsibilities:

- (a) To support the Chief Operating Officer in fulfilling his/her responsibilities (a)-(j).
- (b) To advise and support all staff in carrying out their Health and Safety responsibilities.
- (c) To provide support to Head Teachers in fulfilling their responsibilities through:
  - The provision of health and safety advice and guidance which may include site visits.
  - Attendance at meetings on the invitation of the Head Teacher.
  - The investigation of any accident which requires reporting to the HSE and any other safety related event of serious nature.
  - The provision of policy documents, risk assessment templates and support.
  - Termly H&S inspections carried out at each school.
  - An annual review of higher risk teaching departments.
  - The provision of inspection reports and review findings to the Chief Operating Officer, Head Teacher and SET Estates Manager.

**RESPONSIBILITIES OF ALL EMPLOYEES**

All employees and volunteers working for the SET must:

- (a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- (b) Work in accordance with the safety policies issued by the SET or the School.
- (c) Act in accordance with any specific health and safety training received.
- (d) Report all accidents, near misses and defects.
- (e) Co-operate with the employer and other persons with regard to health and safety.
- (f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- (g) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- (h) Exercise good standards of housekeeping and cleanliness.
- (i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- (j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive and other organisations.
- (k) Not undertake or allow any new or unusual event or activity which exposes people, equipment or buildings to risk without the permission of an appropriate senior manager.
- (l) Undertake and record a risk assessment for any work or activity which may present a hazard to any person.
- (m) Apply the control measures of any risk assessment appropriate to the work undertaken and follow any relevant safe system of work which may exist within the school.



## Health and Safety Guidance 65 (April 2014)

	How safety is managed by the SET	How safety is processed by the SET
<b>PLAN</b>	<p>SET and school safety policies, codes of practice for higher risk teaching and support departments.</p> <p>Defined responsibilities to support safe management</p> <p>Planning for new buildings, activities, processes includes safety.</p>	<p>Designated Health and Safety Team is employed.</p> <p>Off site visits are subject to safety approval process.</p> <p>Staff safety aware through information, promotion of safety culture and training.</p> <p>Staff have access to advice from the H&amp;S team.</p> <p>Annual review of policy and risk assessments.</p> <p>Safety is a standing item on the agenda of SET Infrastructure Committee meetings.</p> <p>Safety is a standing item on the agenda during SET employees consultation meetings.</p> <p>Safety is established with arrangements for equipment. procurement, use of contractors and allocation of works contracts.</p>
<b>DO</b>	<p>Risk register for the SET and operation of the Schools has been prepared.</p> <p>Business Continuity Plan produced and updated.</p>	<p>Risk assessments maintained for higher risk areas/activities.</p> <p>Infrequent or unusual events or activities are subject to risk assessment.</p> <p>Records maintained of significant findings from risk assessments.</p> <p>Codes of Practice templates provided for higher risk teaching departments/activities.</p>
<b>CHECK</b>	<p>Routine of safety inspections</p> <p>Accident and near miss reporting system.</p> <p>Accident investigation policy.</p> <p>Line management of staff.</p>	<p>Review arrangements in place for policy and risk assessments.</p> <p>Records maintained of accidents to support identification of trends or repeat incidents.</p> <p>Fire drills and table top scenario exercises undertaken.</p> <p>Routine of once a term building inspections.</p> <p>Routines of teaching observation.</p>
<b>ACT</b>	<p>Accident data and investigations are reported to SET Infrastructure Committee and the SET SLT as required by the Health and Safety Team.</p> <p>Systems for post incident review and the development of action plans.</p> <p>Systems to ensure improvement is made to processes.</p>	<p>Action plans evolving from investigations are progressed and improvements implemented.</p> <p>Risk assessments reviewed post incident by a member of the H&amp;S Team.</p>

**Wymondham College and Wymondham Prep School**

Due to the boarding arrangements in place at both schools, and to comply with the requirements of the [National Minimum Standards for Boarding Schools](#), both schools have a bespoke range of health and safety policies and codes of practice which are administered by Guy McCurley with support from colleagues in the Health and Safety team.

**All other Trust schools**

Each school unless otherwise stated will have the following bespoke policies and management plans in place together with the adopted supporting SET policies:

**Bespoke School Policies**

<b>BESPOKE SCHOOL POLICIES</b>	1. Health and Safety Policy	(All schools)
	2. Code of Practice for Curriculum & other activities	(Primary only)
	3. Codes of practice for Higher Risk Teaching subjects	(Secondary only)
	4. Accessibility Plan	(All schools)
	5. Asbestos Management Plan*	(All schools)**
	6. Business Continuity Plan	(All schools)
	7. Fire/Emergency Action Plan	(All schools)
	8. First Aid Policy	(All schools)
	9. Lockdown/Bomb Threat Plan	(All schools)
	10. Premises Management Plan	(All schools)
	11. Managing Medical Conditions in School Policy	(All schools)

SET provides templates and guiding principles to Headteachers and/or Heads of department to inform their bespoke policies and plans.

\* The school specific Asbestos Management plan item 5) is provided by SET.

\*\* Those schools built after 1999 do not need an Asbestos Management Plan as the use of asbestos in buildings, fixtures and fittings was banned from this point onwards.

**Supporting SET policies**

<b>SUPPORTING SET POLICIES</b>	Accident/incident reporting & investigation	Infection control
	Allergies and Anaphylaxis	Lone working
	Asbestos Management	Managing Contractors
	Animals in Education	Managing Medicines
	COSHH	Offsite trips and visits
	Display screen equipment & ICT in schools	Premises and facilities management
	Driving for work	Risk assessment
	Electrically Powered Gates	Security
	Emergency Salbutamol Inhaler in School	Supporting pupils with medical conditions
	Fire Management	Swimming and Water Safety
	First aid	

## **SET Guidance**

The trust also issues specific H&S guidance to all schools as required due to changes in legislation, new hazards emerging or where historical trends suggest additional information is required. Recent examples include-

Accident Reporting Flowchart
Head Injuries Protocols ( <i>Primary &amp; Secondary</i> )
H&S Induction
Managing Risk in Schools
Moving - Handling

## **Core School Risk Assessments**

Each school is required to produce and review the following core risk assessments unless otherwise noted below-

<b>CORE RISK ASSESSMENTS</b>	Asbestos ( <i>all schools built before 1999</i> )	( <i>H&amp;S Officer</i> )
	Caretaker/school estates duties	( <i>School</i> )
	Fire	( <i>SET Fire Officer</i> )
	First Aid	( <i>School</i> )
	Higher Risk Curriculum activities	( <i>School</i> )
	Legionella	( <i>External Contractor</i> )
	School (Workplace)	( <i>School</i> )
	Social Time (Play)	( <i>School</i> )
	Traffic	( <i>School</i> )
	Trips and Visits	( <i>School</i> )

All other activities where there is some risk involved including most trips and visits should be risk assessed.

SET H&S Team provide schools with a wide range of detailed risk assessment templates to suit a multitude of activities and situations and can assist the Headteacher in the creation of any additional assessments as and when necessary and review others as required.

## **SET Risk Assessments applicable at all sites**

- COSHH
- Driving for work
- Footwear
- Lone working
- Manual handling

## **SET Headquarters**

The safety policies in place at the host site take precedence in the event of a conflict with SET policies.