

The Minerva Learning Trust



HEALTH AND SAFETY POLICY

Overseen by the Minerva Learning Trust HR/H&S Committee
Adopted by the Board of Trustees of the Minerva Learning Trust

Minerva Learning Trust
Bridport Primary School
Burton Bradstock CE Primary School
St Mary's CE Primary School
The Sir John Colfox Academy

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Policy Written by

The Minerva Learning Trust

Ratified by
The Minerva Learning Trust Board

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Signature of Chair

THE MINERVA LEARNING TRUST HEALTH AND SAFETY POLICY

Introduction

The Minerva Learning Trust recognises its legal and moral responsibilities in relation to health and safety. As an employer, The Minerva Learning Trust has overall responsibility for the health, safety and welfare of staff and students in each School. The Minerva Learning Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Minerva learning Trust will support its schools in putting in place clear policies which focus on the key risks, and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a Human Resources/Health and Safety Committee has been established at trust-wide level to review health and safety and this will cover all the schools within the Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977. This committee will meet termly and invite a union representative.

Although overall accountability for health and safety lies with Minerva Learning Trust, day-to-day responsibility for the health and safety of staff and students in individual schools is delegated to the Headteacher, who in turn will delegate particular functions to other staff.

The local governing bodies (LGB'S) of schools within The Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Headteacher and Senior Leadership Team of the school and relevant staff of the Trust to support good health and safety management.

The policy below is required for adoption by all schools within the Trust.

1. General Statement of Intent

The Minerva Learning Trust undertakes to meet fully its responsibilities under the 'persons in control of premises' section of 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 a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

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

Where necessary, The Minerva Learning Trust will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Minerva Learning Trust will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

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

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

ORGANISATION

2.1 Responsibilities of the Trust board

The Trust Board will ensure that:

- a) The approved Health and Safety Policy for the Minerva Learning Trust is adopted by all schools within the Trust.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular safety inspections are undertaken by the LGB.
- e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f) Health and safety is a standing item on all LGB agendas.
- g) An annual health and safety report is published.
- h) A positive health and safety culture is established and maintained.

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for day to day overall management of health and safety in the school.

The Executive Principal and Headteacher will ensure that:

- a) A Health and Safety Policy is produced for approval by the Minerva Learning Trust and that the policy is regularly reviewed and revised as necessary, at least every three years.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c) For high risk activities, safe systems of work are identified via a risk assessment.
- d) Information and advice on health and safety is acted upon and circulated to staff and governors.
- e) Regular inspections are carried out with reports submitted to the LGB and Trust Board.

- f) An annual report is provided to the LGB and the Trust Board.
- g) There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j) 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.
- k) There is co-operation with, and provision of necessary facilities for trade union health and safety representatives.
- l) Appropriate tasks where appropriate are delegated to the Academy's Premises staff and in the case of the Sir John Colfox Academy to the PFI Contractor Manager.

2.3 Responsibilities of Senior Managers and Department Heads

- a) Deputy and assistant headteachers may be required to undertake any of the Headteacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Heads of department/faculty/phase leaders may be expected to oversee health and safety matters relating to their curriculum areas.

2.4 Responsibilities of the Premises Staff¹

The Premises Staff will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place, with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.

2.5 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 Minerva Learning Trust will act responsibly to ensure that:

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) 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.
- c) They report immediately, to the Headteacher or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Headteacher or to their line manager.
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.

2.6 Responsibilities of all Students

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

All students will:

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

ARRANGEMENTS

3.1 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 Minerva Learning Trust in writing when a health and safety representative has been appointed and, where this is the case, The Minerva Learning Trust will consult 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 Minerva Learning Trust 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 Minerva Learning Trust 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.

The members of staff who are health and safety representatives for the recognised trade unions are:

National Education Union

Mr Nic Preston

3.2 Health and Safety Meetings

Health and Safety will be a standing agenda item at LGB meetings. Each LGB will nominate a Governor responsible for Health and Safety. The Human Resources/Health and Safety Committee has overall responsibility and will receive and review reports from these nominated Governors. There will also be a nominated Trustee responsible for Health and Safety.

3.3 Health and Safety Policies and Procedures

The schools will adopt the Academy Trust's arrangements (see policies below) or, where necessary, establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas.

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE FOLLOWING OTHER MLT POLICIES:

Fairness and Dignity at Work
Manual handling
Educational Visits
Minibus safety (where applicable)
Stress Management
Violence at Work

Schools' Policies and Procedures

Acceptable Use of ICT
Administration of medicines
Asbestos management (where applicable)
Behaviour Policy
Contractors on site
Critical incidents
Electrical safety
Fire safety
First aid
Infectious diseases
Lettings of premises
Lone working
Off-site activities
Pupil Safety
Radon Management (where applicable)
Reporting of Incidents/Injuries/Accidents
School security
Severe weather
Slips and trips
Vehicle movements
Visitors and other users of the premises
Volunteers
Water safety/legionella

