



PENK VALLEY  
ACADEMY TRUST

# *Health and Safety Policy*

## A Statement of Policy

Presented at Audit & Risk Committee – October 2023

Ratified by Board of Trustees – December 2023

Responsible Officer: L Metcalfe-Chase

Frequency of Review: Annually

### Amendments

Oct 21 - Asbestos and Legionella information removed and separate policies to be adopted

Oct 22 - Changes to audit to allow SCC audit inspection criteria

Changes to Eg & HT training to reflect available training through SCC SLA

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### Policy Statement

Penk Valley Academy Trust (referred to from here on as 'the Trust') is committed to ensuring that all persons who use, visit or work on our premises and/or take part in activities do so in an environment that promotes healthy and safe working practises and protects their general wellbeing.

Through effective implementation of safety management systems, the Trust will meet its duties under the Health and Safety at Work etc Act 1974 and all other Regulations related to occupational health and safety.

The overall responsibility for the implementation of this Policy is accepted by the CEO who will ensure that health and safety is effectively managed and integrated through all levels of the Trust.

The Trust is committed to identifying a clear framework for safety management, including:

- Specifying roles and responsibilities.
- Provision and maintenance of safe plant and equipment.
- Implementation of safe systems of work.
- Arrangements for the safe handling, storage and transport of substances and materials.
- Arrangements for providing information, instruction, training and supervision.
- Maintenance and management of grounds and estate to ensure a safe and inclusive environment for all.
- Provision of adequate welfare arrangements including suitable rest facilities.
- Arrangements for Health, Safety and Environment Safety Committees, including staff consultation.
- Implementation of monitoring arrangements including inspections and audit.
- Allocation of sufficient resource for health and safety.

Health and safety is a core management function; commitment from all staff is expected in order to comply with statutory requirements and to promote continuous development of a positive health and safety culture.

Signed.....

Date.....

CEO – Penk Valley Academy Trust

This Policy will be reviewed in the event of any significant change in management structure.

## **1. Scope**

This Policy applies to all areas; to all individuals employed by and students in attendance at the Trust. This includes contractors, partners, locum/agency staff, visiting teachers and volunteers.

It applies to all premises under the control of the Trust and to any activity under Trust control, whether it takes place on or off site.

## **2. Framework**

This Policy provides a broad framework for the Trust health and safety management system. Specific policies and procedures will underpin this framework and local policies and procedures will adhere to the standards laid out herein.

### **2.1 Resources**

Adequate resources shall be provided to implement the safety management system. Consideration of staffing levels, time, and finance shall be given in order that the system can be successfully implemented.

### **2.2 Strategic Planning**

Health, safety and welfare is considered to be a core element of any organisational development, new business planning and, or, expansion.

Foreseeable emergency situations that have the potential to impact the Trust on a wide scale will be identified and included in the development of Trust Business continuity plans.

Schools and departments will consider the possibility of occurrence of incidents outside normal operations.

### **2.3 Risk Assessment**

Prior to commencement of activities, purchase of new equipment, plant or materials, occupation of new, or, significant change to existing physical environment, a suitable and sufficient risk assessment shall be made using the approved Trust format, as detailed in the associated procedures.

Suitable control measures must be implemented in order to comply with Regulatory requirements and reduce levels of risk. Any identified risk that has been evaluated as *high* shall not commence until further controls have been implemented and the risk has been reduced to an acceptable level.

### **2.4 Structure**

Each school and Professional Services department will have the Headteacher or manager of the department as their Senior Responsible Person (SRP). The SRP will have sufficient authority and control over activity within their area of management to ensure that the requirements detailed in this Policy are fully implemented. In most cases, the SRP will be the CEO, COO, Headteachers or professional services Managers; in instances where this duty is delegated, all managerial authority with regard to health and safety will be delegated to the nominated post holder.

Health and safety is considered a core management function, therefore, each manager will be responsible for the implementation of this Policy and all other associated policies and procedures in their own area.

### **2.5 Consultation**

The Trust recognises the importance of consultation and cooperation with its staff and will appoint a Health and Safety Coordinators for each area.

The Trust shall also recognise appointed *Safety Representatives* who will be invited to attend Committee meetings, participate in investigations and carry out inspections where appropriate.

Health, Safety committees shall consider reports from Health and Safety Coordinators.

Health and safety will be a standard agenda item at all school and trust meetings.

### **2.6 Competence**

The Trust will ensure that there is a sufficient level of competence to successfully implement the safety management system. A mandatory induction program shall be implemented for new staff. A training needs analysis will be undertaken to identify specific competence requirements in each area. Minimum training requirements for specific roles identified within this Policy are detailed in appendix 2.

Appropriate levels of information, instruction, training and supervision shall be provided for all staff, and where applicable students, at a local level.

The Trust will identify and appoint specialist support roles in the areas of health and safety and radiation.

### **2.7 First Aid**

Schools will ensure sufficient levels of trained, identifiable first aiders are available in each area and appropriate first aid kits are made available, including strategic placement of defibrillators.

### **2.8 Occupational Health**

The Trust will provide appropriate occupational health service provision through an approved provider. Health surveillance shall be implemented for staff in areas where specified potential hazardous exposures have been identified by risk assessment.

Individuals may be referred to the service provider on a case-by-case basis.

### **2.9 Incident Reporting**

The Trust shall utilise a centralised reporting system to record any incidents, including near misses. Appropriate investigation must be completed for each incident; the level of investigation may vary dependant on the actual or potential for harm, or loss, in each case.

Incidents identified as reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), shall be reported to the Health and Safety Executive (HSE) currently this is undertaken through our third party H&S support provision.

## **2.10 Partnership Arrangements and Contractor Engagement**

Where the Trust engages in partnership agreements with other organisations, or, engages a contractor to undertake activity on behalf of the Trust, sufficient scrutiny will be made of their safety management systems prior to engagement in order to ensure adequate consideration is given to the health, safety and welfare of Trust staff and students.

The Trust will provide access to any internal policy, procedure or other relevant information needed in order to ensure clear communication of standards, expectations and circumstances is established.

In instances where partnership organisations are based within Trust premises, representatives from the partnership organisation will be invited to attend relevant Committee or other departmental meetings.

## **2.11 Smoking**

The Trust is a smoke free environment; smoking and vaping is prohibited in all Trust buildings and vehicles.

## **3. Implementation Arrangements**

This policy provides a foundation to the structure of the health and safety management system; implementation arrangements are detailed in the supporting policies and procedures which can be found on the Penk Valley H&S SharePoint.

## **4. Monitoring**

The Trust is committed to making ongoing improvements, learning from experience, and continually developing the health and safety management system. Effectiveness of the system will be monitored using both proactive and reactive means.

### **4.1 Health, Safety Committee**

Health, Safety and Environment Committees will meet once per term. Structure can be found in appendix 2.

### **4.2 Inspections**

Leadership safety tours will be completed annually.

Safety sampling inspections will be completed based on the risk profile of individual areas and findings from health and safety management systems audits.

### **4.3 Incident Trend Analysis**

Data derived from incident reports will be analysed to identify emergence of trends and/or hotspots.

## **5. Audit**

The Health and Safety Management systems audit will be implemented on a rolling 24 month programme.

## **6. Roles and Responsibilities**

### **6.1 CEO**

The CEO has overall responsibility for the implementation of this policy within the Trust. They will provide leadership toward a strong health and safety culture in line with this policy and the Trust core values.

### **6.2 Trust Executive Group Members**

Trust Executive Group members have responsibility for the health, safety and welfare of staff, Pupils and visitors across the Trust. They will:

- Actively support the CEO in ensuring this Policy is actively implemented.
- Ensure sufficient resources to implement this Policy.
- Ensure health and safety policies, procedures and initiatives are promoted and implemented.
- Ensure recommendations arising from audits, inspections, and, incident investigations are given suitable consideration.
- Review and consider health and safety matters recorded on risk registers.
- Ensure health and safety management is prioritised across the Trust.
- Ensure health and safety risks are noted on the risk register.

### **6.3 Trustees.**

- Ensure suitable and sufficient oversight of trust Health and safety.
- Member of H&S meetings
- Scrutiny of H&S reports and findings.
- Being a positive supporter for H&S within the trust.
- Investigations where involvement of senior management may preclude them from undertaking the task

### **6.4 Headteachers and Deputy Headteachers**

Headteachers and Deputy headteachers responsibility for the health, safety and welfare of staff, pupils and visitors within their area. This includes activities and physical environments under their management control. In most instances they will act as Senior Responsible Person (SRP) for their management area and will:

- Ensure health and safety policies, procedures and initiatives are implemented.
- Ensure Health and safety is a standing item at school meetings.
- Ensure recommendations arising from audits, inspections, and, incident investigations are given consideration.
- Ensure actions arising from audits, inspections, and, incident investigations are implemented.
- Ensure health and safety risks are noted on the risk register.
- Ensure health and safety risks are actively managed within their area of managerial responsibility.

- Ensure line managers are trained and supported to manage health and safety risks.
- Staff and pupils receive appropriate information, instruction, training, and supervision.
- Undertake fire risk assessments and emergency preparedness exercises.
- Risk assessments for activities undertaken in their area of management responsibility are completed prior to commencement. Work practices are monitored and managed as appropriate.
- Complete annual tours to review safety.

### **6.5 Chief Operating Officer (COO)**

The COO has specific duties and is responsible for buildings, grounds, installations, and common areas of Trust premises. They will:

- Ensure Trust health and safety policies, procedures and initiatives are implemented.
- Establish and chair Health, Safety and Environment Committee
- Ensure a policy for the management of legionella is in place and associated written management scheme implemented.
- Ensure a policy for the management of asbestos is in place.
- Establish and maintain an asset register for installations and equipment which are subject to statutory examination requirements.
- Ensure relevant installations and equipment are examined in line with the specified statutory requirements. This shall include water systems, local exhaust ventilation (LEV) installations, pressure systems (and vessels), lifting equipment, fire protection systems, gas and electrical installations.
- Ensure appointment of suitably competent contractors, review of relevant documentation and provision of suitable management whilst on site.
- Implement a permit to work system for high-risk activity.
- Establish and maintain records of commissioning and examination, repair reports and actions plans.
- Ensure a plan is in place to prioritise reactive works based on level of risk.
- Ensure a programme of Planned Preventative Maintenance (PPM) is in place.
- Provide reports to Trust Audit and Risk Group.
- Liaise with schools and departments regarding findings and/or plans which may affect them.

### **6.6 Health and Safety Coordinator**

Health and Safety Coordinators are either nominated by management, or, volunteer to act as a point of contact for health and safety issues within their school / team. They will be responsible for overseeing, communicating, promoting and coordinating the implementation of this Policy and associated procedures. This may include activities, machinery/equipment, substances, hazardous agents and physical environments. They will:

- Receive and review completed risk assessments and discuss with the assessor any additional actions or controls needed.
- Oversee a suitable record keeping system for risk assessments and associated documents.



- Investigate incidents and monitor completion of actions in accordance with the associated procedure.
- Support annual safety tours.
- Monitor completion of actions arising from audits and inspections.  
Provide reports to the trust Health, Safety and Environment Committee.  
Ensure appropriate procedures are in place, including emergency procedures, for the activities undertaken in the area.
- Communicate key health and safety messages to relevant staff.
- Liaise with the Health and Safety Team and other relevant expert advisers to improve standard of health and safety at the Trust.

### **6.7 Health and Safety Team**

- The Health and Safety Team will provide expert advice and guidance and promote a positive health and safety culture within the Trust. The Health and safety team will be a blend of in house capability and bought in H&S support from an external provider. They will:
  - Develop policy and procedure to assist managers in implementing safety management systems in their area.
  - Advise the Trust on health and safety legislative requirements, updates and changes.
  - Advise on spill procedure and waste disposal, including specialised and controlled waste.
  - Undertake or arrange fire risk assessments and emergency preparedness exercises.
  - Act as primary contact with the Fire Service.
  - A record is kept for completion of training and provision of information.
  - Procure, Develop or deliver training courses, resources and learning materials to reflect the needs of the Trust.
  - Attend and support Trust Health & Safety Committees.
  - Provide summary reports to Health & Safety Committees.
  - Review the online incident reporting system, identify trends and provide summary data.
  - Consult with staff on development of policies and procedures.
  - Act as lead investigator for high-risk incidents.
  - Advise and report to trust insurer's on any incidents that may lead to insurance claims
  - Liaise with the trust chosen H&S provider for the following
    - As necessary under the Reporting of Injury Diseases and Dangerous Occurrences Regulations (RIDDOR).
    - Liaise with and arrange Health and safety management systems audits

### **6.8 HR team**

- Manage the health surveillance programme and liaise with the approved occupational health service provider.
- Selection and provision of trust occupational health services □ Undertake trust wide stress and wellbeing assessments.
- Maintain and record individual RA's and health surveillance records pertaining to personal data in accordance with GDPR and HSE rules.

## **6.9 All Employees**

- All staff are responsible for taking reasonable care of themselves and others around them whilst at work.
- Undertake written risk assessments for activities which they are organising, leading on or deemed the expert in.
- Review risk assessments periodically or when a significant change takes place, i.e. change of location, machinery etc.
- Must cooperate with management by following any safety rules, protocols, procedures, and safe systems of work.
- Staff must use any equipment provided in the way they have been instructed.
- Must report faults in equipment and physical environment without delay, including all accidents and near misses to their line manager.
- Staff must complete any relevant health and safety training that has been identified as necessary for their role and refresh training as required.

## **6.10 Technicians, Estates team**

Are responsible for the implementation of this policy in their area and will liaise with the SRP regarding health and safety matters. This includes activities, machinery/equipment, substances, and physical environments. They will ensure:

- Staff are familiarised with this Policy and associated procedures.
- Staff and students receive appropriate information, instruction, training, and supervision.
- Risk assessments for activities undertaken in their area of responsibility are completed prior to commencement.
- Work practices are monitored and managed as appropriate.
- A record is kept for completion of training and provision of information.
- Liaison with Health and Safety Coordinator(s) for the area.
- Investigation of health and safety incidents occurring in their area, or, involving their staff are completed.

## **6.11 Radiation Protection Supervisor (RPS)**

The RPS will:

- Act as primary liaison with appointed Radiation Protection Adviser (RPA).
- Conduct, record and manage investigations into exposures.
- Produce annual summary report.
- Provide expert specialist advice for matters pertaining to ionising radiation.
- Liaise with the Trust Health and Safety Team and the current Health and Safety Radiation Officer service provision regarding any incident or equipment failure reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

## **6.12 Pupils**

Pupils shall comply with local safety rules as described in the pupil codes of conduct.

## Appendix 1

### Health, Safety and Environment Committee Terms of Reference (ToR)

#### 1. Standardised ToR

The Committee's purpose is to provide leadership toward the successful implementation of safety management systems, to promote ownership of safety management within the trust and demonstrate commitment to the continuous development of a strong health and safety culture. In order to achieve this the Committee will:

1.1	Review strategic plans for new work activities, projects and any other significant change ensuring that health and safety is given appropriate consideration at the earliest stage.
1.2	Review budgetary and staffing requirements in relation to health and safety, and, ensure sufficient resources are allocated.
1.3	Provide a forum for consultation and communication with employees in relation to matters of health and safety.
1.4	Agree short and long term objectives toward continuous development of the safety management system.
1.5	Review numbers of appointed Health and Safety Coordinators and name suitable staff members to act as such.
1.6	Receive summary incident reports, investigation reports and monitor actions.
1.7	Review updates of relevant Trust policy, procedure, and, resource.
1.8	Review risk assessments for activities that have been evaluated as high risk prior to activity commencing.
1.9	Review and approve local procedures, including emergency protocols and plans.
1.10	Receive and consider summary reports from Health and Safety Coordinators.
1.11	Receive and consider reports from the Trust Health and Safety Team.

1.12	Receive and consider results of management inspections and monitor actions.
1.13	Receive and consider results of audits conducted as part of the health and safety management systems audit and monitor actions.
1.14	Receive summary incident reports, investigation reports and monitor actions.

## 2. Frequency

The Committee will convene no less than three times in any one calendar year and information from individual school meeting will feed into this committee.

## 3. Membership

COO	Chair
Clerk	Clerk
Heads of Schools	Member
Managers	Member
Health and Safety Coordinators	Member
Union Safety Representative	Member
Health and Safety Team representative	Member
<b>Co-opted members</b>	
Deputy Heads	Co-opted
Partnership organisations	Co-opted

Membership of this committee will be reviewed frequently to ensure it is appropriate.

## 4. Administration

4.1 Papers will be submitted to Committee Secretary no less than one working week prior to Committee date for inclusion and distribution.

4.2 Minutes will be distributed by Committee Secretary to all members and co-opted members.

## 5. Agenda

The standard agenda will include:

1. Members present
2. Apologies

3. Agree accuracy of minutes of last meeting.
4. Review action plan from last meeting.
5. Health and Safety Coordinator's reports - <i>School by school Report on H&amp;S incidents that may impact other schools or need to be passed up to executive / Trustees for action.</i>
6. Health and Safety Team Report – <i>Information for schools changes in direction from HSE, GOV, council or Trust level or council</i>
7. Report from online accident system.
8. Management inspections – <i>Outcomes and upcoming inspection dates</i>
9. AoB
10. Future Committee dates

## Appendix 2

<b>Mandatory Health and Safety Training Requirements for Identified Roles</b>		
<b>Role</b>	<b>Requirement</b>	<b>Frequency</b>
EG Members	Managing and leading H&S	Five year
Headteachers	Managing and leading H&S	Five year
COO and Health and safety team	NEBOSH Health and Safety at Work	Five year
School Technicians	CLEAPS	Two year
Health and Safety Coordinator	IOSH managing safely	Five year
All staff	Trust induction	Upon appointment
	Actions to be taken in the event of fire/emergency evacuation	Refreshed annually
	Individual health and safety training needs for specific roles identified by local department and/or associated procedures	As specified by individual circumstance
Pupils	Local induction. Subject specific health and safety awareness	Upon commencement As required throughout course
Third Party Contractors	Induction for temporary/visiting staff and contractors	Pre commencement of works