

Owlcotes Multi-Academy Trust



Health and Safety Policy

November 2020

Reviewed: December 2022

About Owlcotes Multi-Academy Trust (OMAT)

OMAT is committed to the development of inclusive schools, sharing a common purpose to provide excellent education and improved outcomes for pupils.

OMAT strives to provide high-quality education for all children within our local communities by inspiring innovation, creativity and aspiration through an enriched curriculum.

OMAT is committed to the principles of co-operation, collaboration and sharing best practice with a strong focus on staff development.

OMAT is also committed to the preservation of the unique identity of all schools within the trust: each school will have a Local Governing Board (LGB) which is involved in decision making at school level, with autonomy to make decisions for its own school in line with the scheme of delegation.

All trustees and any schools joining must agree to share and uphold all of these principles now and in the future.

Health and Safety Policy

1. Introduction

This policy sets out Owlcotes Multi-Academy Trust's commitment to take all reasonable precautions to ensure the health, safety and wellbeing of all staff, pupils, volunteers, visitors, and any individuals in Owlcotes Multi-Academy Trust premises or whilst taking part in Trust-organised activities. Owlcotes Multi-Academy Trust has overall responsibility and accountability for the health, safety and welfare of staff and pupils in Owlcotes schools. When individuals in school are actively engaged in and understand health and safety provision, fewer accidents and less instances of ill health will occur.

Owlcotes Multi-Academy Trust supports its schools to implement control measures and monitor risks in order to ensure the safety, health and welfare of the Trust's school community.

The arrangements outlined in this policy aim to provide robust safety provision that reduces the likelihood of accidents in school and safeguards safe and healthy working conditions. All staff and pupils must also understand that their own health and safety and that of others depends on their individual conduct whilst on Owlcotes Multi-Academy Trust premises.

2. Policy Statement

Owlcotes Multi-Academy Trust will take all reasonable measure to ensure the health and safety of all staff, pupils, volunteers, visitors, and any other person's affected by the Trust's activities. Owlcotes Multi-Academy Trust will meet 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 and good practice, to provide a safe and healthy working environment for all individuals on Owlcotes Multi-Academy Trust premises.

Owlcotes Multi-Academy Trust is committed to:

- Providing a safe and healthy learning and working environment;

- Preventing accidents or work related ill health;
- Compliance with statutory requirements;
- Assessing and controlling risk factors wherever possible;
- Ensuring safe working methods;
- Providing safe working equipment;
- Providing effective information, instructions and training;
- Consulting with staff and union representatives on health and safety matters;
- Consistently monitoring the Trust's reporting and compliance systems to ensure they are effective;
- Ensuring safe facilities throughout the Trust;
- Ensuring resources are available for health and safety issues.

3. Roles and Responsibilities

3.1 Responsibilities of the Governing Body

Owlcotes Multi-Academy Trust Board of Trustees will ensure that:

- Owlcotes schools have adopted a school health and safety policy;
- Suitable and sufficient risk assessments are undertaken and a record of assessments kept;
- Sufficient funding is allocated for health and safety, e.g. staff training, procuring personal protective equipment, etc;
- Regular safety inspections are undertaken;
- Inspection reports are understood and all recommendations are acted upon;
- Health and safety is a standing item on all Board of Trustees meeting agendas;
- An annual health and safety report is published;
- A positive health and safety culture is encouraged at Owlcotes schools.

3.2 Responsibilities of the CEO

Owlcotes Multi-Academy Trust CEO Lesley West will ensure that:

- This health and safety policy is regularly reviewed and revised as necessary at least every two years;
- An annual health and safety report is produced and provided to the Board of Trustees;
- Owlcotes Multi-Academy Trust meets its legal requirements in respect of the monitoring of health and safety practices and procedures;
- Those who receive delegated health and safety responsibilities are competent; their role and responsibilities are clearly defined and understood, they have received appropriate training and are provided with equipment or other resources to ensure they can fulfil their responsibilities;
- If necessary, there is cooperation with trade unions health and safety representatives;
- Appropriate tasks are delegated to Owlcotes Multi-Academy Trust Estates Manager.

3.3 Responsibilities of the Headteacher:

The Headteachers at Owlcotes Multi-Academy Trust schools are responsible for the day-to-day management of health and safety in school. The Headteacher will ensure that:

- Suitable and satisfactory risk assessments of work activities in school are recorded;
- Information and advice on health and safety matters is acted upon and circulated to staff if necessary;
- School staff have the competency to undertake the tasks required of them and have been provided with appropriate health and a safety training;
- Appropriate tasks are delegated to premises staff.

3.4 Responsibilities of the Facilities and Estates Manager:

The Owlcotes Multi-Academy Trust Facilities and Estates Manger will ensure that:

- Safe means of access to all schools are maintained;
- Owlcotes Multi-Academy Trust premises are kept clean to a satisfactory level and that adequate welfare facilities are provided;
- Safe working arrangements are in place when third parties are working on Owlcotes Multi-Academy Trust premises;
- Adequate security arrangements are in place and maintained;
- Adequate fire safety arrangement are implemented and understood by school staff;
- Regular testing and maintenance of electrical equipment is undertaken;
- Systems are implements for the management of asbestos and regular monitoring for Legionella;
- All accidents or incidents on Owlcotes Multi-Academy Trust premises are recorded and, if necessary, investigated and outcomes are actioned;
- Major accidents or incidents are reported to the CEO;
- Regular inspections of the premises take place;
- Copies of Health and Safety arrangements are available on request to staff or external individuals who may request them;
- Appropriate tasks are delegated to school site superintendents and other premises staff.

3.5 Responsibilities of all Owlcotes Multi-Academy Trust Staff

Implementation and monitoring of this policy is the responsibility of senior leaders and members of the Board of Trustees, but the cooperation and diligence of all staff is essential. All staff employed by Owlcotes Multi-Academy Trust will ensure that;

- They understand and comply with this policy;
- They take care for their own health and safety in the workplace and that of other individuals who might be affected by their actions;
- They immediately report any serious health and safety concerns to the Estates team or the Headteacher;
- Any other health and safety incidents are reported and recorded using the appropriate systems;
- There is no misuse of the equipment or systems provided for health and safety purposes;
- They use correct equipment, tools, or personal protective equipment in appropriate situations.

3.6 Responsibilities of all Pupils

Pupils will be encouraged to follow health and safety guidelines. All pupils will:

- Follow instructions issued by members of staff in the event of an emergency;
- Ensure that they do not interfere with health and safety equipment;
- Inform members of staff of any situation which may affect the health and safety of themselves or others.

4. Arrangements for Health and Safety

4.1 Contractors

Owlcotes Multi-Academy Trust seeks to employ contractors who are competent and qualified to undertake work on its behalf, in agreement with the Estates Manager and school Headteacher. In order to achieve health and safety good practice, contracts will only be given to those who are able to demonstrate an understanding of health and safety legislation and the ability to manage their work safely.

Larger projects that fall under the Construction and Design Management regulations 2015 may be outsourced to a building consultant provider, who in turn would manage works on behalf of the Trust.

Owlcotes Multi-Academy Trust will ensure that:

- The Estates Manager or authorised member of staff provide a specification of the work required, rules applicable to the premises, and the measures in place for the maintenance of health and safety;
- Contractors have one appointed Owlcotes Multi-Academy Trust member of staff to liaise with during the duration of work;
- Prior to agreed work commencing, a clear agreement should be made with the contractor regarding the use of facilities at the school;
- The Estates Manager or authorised member of staff has received method statements and risk assessments which define safe methods of working by the contractor before work commences;
- The Estates Manager or authorised member of staff should ensure that contractors have and provide proof of relevant qualifications or accreditation for the work required;
- For work being carried out during the school day, the Estates Manager or authorised member of staff should ensure that the contractor is supervised at all times;
- The Estates Manager or authorised member of staff must ensure that the contractor has made appropriate arrangements for the completion of work in a way that causes minimal disruption to the school environment;
- At the conclusion of work, the Estates Manager should assess the performance of the contractor and determine whether their retention on an approved list of contractors and providers is appropriate.

4.2 Accident and Incident Reporting

An accident is an unexpected and unintentional event, without apparent cause, that may result in injury to individuals, damage to property or a combination of both. An incident an unexpected and unintentional event, without apparent cause, that does not result in injuries or damage but had the potential to do so.

All accidents or incidents will be reported through the appropriate channel. Examples of accidents or incidents include but are not limited to:

- Pupil minor accidents;
- Pupil major accidents;
- Near misses that may have resulted in pupil major accidents;
- Staff accident;
- Non-staff accident;
- Violence or aggression.

4.3 Educational Visits

Owlcotes Multi-Academy Trust has implemented an Educational Visits Policy for all schools.

Educational Visit Co-ordinators will ensure that the Educational Visits and Health and Safety policies will be followed when organising visits and for the duration of the visit.

The Board of Trustees will be informed of all category C visits.

The CEO will ensure that all visits organised by Owlcotes schools obtain the necessary approval in accordance with the Educational Visits policy.

4.4 Emergency Plans and Procedures

Owlcotes Multi-Academy Trust will ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk any individuals who are on Trust premises.

Emergency plans and procedure documents will be available in print to any persons who requests them.

4.5 Risk Assessments

Owlcotes Multi-Academy Trust Estates Manger, with assistance from site superintendents, will implement risk assessments for each site that comply with the Management of Health and Safety at Work Regulations 1999. Risk assessments must include identification, assessment, and control of risk factors in school settings.

4.6 Competent Person

A competent person is an individual who has sufficient training and experience that allow them to assist on health and safety and compliance matters, recognise hazards on the school premises, and assist in putting control measures in place to mitigate health and safety risks. Each Owlcotes Multi-Academy Trust school has a designated site superintendent, who has responsibility as the competent person for their site. Their responsibilities are in line with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, also taking into account advice from Education Leeds and Leeds City Council's Health and Safety

4.7 First Aid

Each Owlcotes Multi-Academy Trust school will implement a first aid policy with complies with the Health and Safety (First Aid) Regulations 1981.

First aid provision will be a requirement of every off-site activities organised by Owlcotes Multi-Academy Trust or its schools.

4.8 Gas Safety

Owlcotes Multi-Academy Trust Estates Manager, with assistance from site superintendents, are responsible for ensuring that gas pipework and appliances are regularly maintained at all sites. Records of inspections will be retained.

All rooms with gas appliances must be reviewed to ensure that there is adequate ventilation.

4.9 Hazardous Substances

Owlcotes Multi-Academy Trust complies with the requirement of the Control of Substances Hazardous to Health Regulations 2002. All substances or chemicals used in Owlcotes premises, generally for cleaning purposes, have separate assessments in place that are circulated for the relevant staff for reference during the use of the substance in question.

4.10 Health surveillance

Owlcotes Multi-Academy Trust facilities access to an Occupational Health Service. The Trust is committed to protecting staff from adverse factors to their health and will make any reasonable adjustments advised by the Occupational Health service.

The Occupational Health Service consulted by Owlcotes Multi-Academy Trust will provide adequate health surveillance provisions as required by the Management of Health and Safety at Work Regulations 1999.

Most staff that require referral will be identified using the pre-employment health questionnaire during the recruitment process.

Owlcotes Multi-Academy Trust CEO and its school Headteacher will also identify staff that may require referral. Owlcotes Multi-Academy Trust staff have responsibility to report factors adverse to their health that may require referral.

4.11 PPE

Owlcotes Multi-Academy Trust complies with the Personal Protective Equipment Regulations 1992.

Owlcotes Multi-Academy Trust Estates Manager will utilise risk assessments and identify PPE in instances where its use is unavoidable for the work being carried out.

4.12 Supporting Children with Medical Needs

All Owlcotes Multi-Academy Trust schools will implement a policy for managing children with medical needs. This policy will be approved by the Owlcotes Multi-Academy Trust Board of Trustees and reviewed every 2 years.

4.13 Information and Training Arrangements

Health and safety information and training for staff are key aspects of maintaining health and safety within Owlcotes Multi-Academy Trust schools. The health and safety information and training needs of staff will be periodically reviewed by the Headteachers and any necessary training will be completed. Periodic review of information and training arrangements ensures that staff have sufficient, up-to-date knowledge, skills and information to carry out their work in a safe manner. Health and safety training completed by staff will be recorded and maintained by the school Business Manager.

4.14 Management of Health and Safety

Owlcotes Multi-Academy Trust CEO and Owlcotes schools' Headteachers will ensure that a high standard of health and safety is promoted, established and maintained at all schools.

Monitoring of health and safety at school level will be a standing item on all school's Local Governing Body meeting agendas. Periodic monitoring of health and safety policies and their implementation will also be included in school Local Governing Body meetings.

4.15 Premises Surveys

Owlcotes Multi-Academy Trust Estates Manager and site superintendents completed monthly building standards surveys at all Owlcotes premises to monitor for maintenance or repair issues that require action.

A record of inspections should be uploaded to the online compliance system Every.

4.16 Use of Minibuses

Owlcotes Multi-Academy Trust schools will ensure that employees driving school minibuses for any reason have the appropriate driving license.

Owlcotes Multi-Academy Trust schools will ensure that they have adequate insurance for people-carrying vehicles.

4.17 Legionella

Owlcotes Multi-Academy Trust follows the approved code of practice and guidance for the Control of Legionella Bacteria in Water Systems (2013) at all schools.

Legionella monitoring and inspection will be completed periodically and recorded on the online compliance system Every.

4.18 Working at Height

Owlcotes Multi-Academy Trust CEO and Estates Manager are responsible for ensuring that the Working at Height Regulations 2005 are being followed during work carried out at all Owlcotes Multi-Academy Trust premises.

A suitable, safe system for working at height must be implemented. Those involved in the work must have or be given access to appropriate information, instruction and training in order to remain as safe as possible.

Owlcotes Multi-Academy Trust Estates Manager must organise and oversee the implementation of safe systems for working at height, including reviewing staff training and inspection of equipment.

5. Monitoring and Review

Owlcotes Multi-Academy Trust Board of Trustees will monitor the effectiveness of this policy taking into account Health and Safety and Premises updates at Board of Trustees meetings.

This policy will be reviewed every 2 year period.

This Health and Safety Policy was adopted by Owlcotes Multi Academy Trust on 01/11/2020. This policy applies to Pudsey Primrose Hill Primary School, Pudsey Waterloo Primary School, Calverley Parkside Primary School, and Armley Park Primary School.

Chair of Trustees: Mrs J Norfolk		
Signature:		Mrs J Norfolk
Frequency of review:	2 years	
To be reviewed by:	OMAT Full Board	
To be approved by:	OMAT Full Board	
Date of next review:	December 2024	

REVIEW RECORD

Date of review	Reason for review	Date of next review
07/12/2022	Agreed review schedule.	December 2024

Name:		Signature:	
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on behalf of OMAT Full Board

Date of review	Reason for review	Date of next review

Name:			
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on behalf of OMAT Full Board

Date of review	Reason for review	Date of next review

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