



# Enable Trust

## Health and Safety Policy

### ***Our Vision***

*Achieving More Together*

### ***Our Mission***

*Working together passionately to achieve the best outcomes for our SEND children and young people*

Ratified by:	Finance & Audit Committee Board of Trustees
Ratification Date:	Feb'21 May'22 Jul'22 Jul'23
Review Frequency: <i>Annual, Bi-Annual</i> (Subject to Academy Trust or national policy change)	Annual
Review Date:	Jun'23
Related Policies:	To be read in conjunction with the school specific policies

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### Revision History

Version	Date	Status	Comments
1.0	04/02/2021	Draft	For F&A Committee Approval
1.0	11/02/2021	Final	Approved by F&A Committee
1.1	25/04/2022	Amended	Amended to reference school first aid and medical policies and handbooks.
1.2	20/06/2023	Amended	To remove any ref. to the school's having a Health and Safety Committee. Update to reporting frequency. To remove ref. to "Part A" and "Part B".

### Document Control

<b>Distribution:</b>	All Employees, Contractors, and Visitors (Inc. potential visitors)
<b>Disclaimer:</b>	This document is uncontrolled when printed.

This policy will be shared with all staff via access to Every.

## **1. Policy Statement**

It is the policy of Enable Trust to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, parents and families, visiting professionals, contractors, general public and others while working on or visiting any of its premises and outside of its premises whilst engaged in associated activities.

Enable Trust will ensure, so far as is reasonably practicable, that

- its premises provide a healthy, safe and legally compliant working environment for all students, staff, clients, temporary contractors and the general public
- there are safe systems of work for all employees and students
- suitable and sufficient work equipment is provided
- there are adequate welfare arrangements
- information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

Enable Trust recognises its responsibility to provide adequate control of the health and safety risks arising from school and client's activities. The Trust will manage Health and Safety through risk management systems which will identify and evaluate all risks both strategically and locally.

All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

The Trust's Board of Trustees will continuously review safety performance to ensure that the highest standards of Health and Safety are being achieved.

Formal amendment to this policy will be conducted annually or as necessary to reflect changes in the Trust's strategy, UK or EU law and any changes will be brought to the attention of all staff.

Chair of Trustees: Dave Tubb

Date: 06/07/2023

## 1. Legislation

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate.

This policy is based on advice from the Department for Education Health & Safety: advice for schools. Enable Trust commits to implementing the Health & Safety at Work Act 1974 and other relevant legislation including The Management of Health and Safety at Work Regulations 1999 UK, as well as any future health and safety legislation. The Trust's competent health and safety representative will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

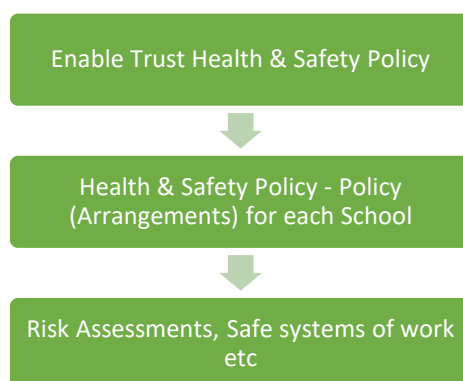
This policy also complies with our funding agreement and articles of association.

## 2. Roles and responsibilities

### Introduction

Whilst day to day management of Health and Safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Trust's Board of Trustees.

Each school, supported by the Hub central team, will manage its own Health and Safety procedures which fully integrate with this Policy, as described in the arrangements section.



Headteachers are responsible and accountable for the implementation of and compliance with this policy within their school although health and safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.



## 2.1 The Board of Trustees

The Board of Trustees (The Board) has ultimate responsibility for health and safety matters in the Trust but will delegate day-to-day responsibility to the Head at each school in the Academy Trust.

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 Board of Trustees' responsibilities are to:

- Ensure that each Member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Health and Safety Policy statement.
- Provide strategic direction in health and safety matters.
- Ensure that the Finance & Audit Committee is effectively discharging its delegated responsibilities in terms of health and safety.

- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there each school has an effective business continuity and emergency plan in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety

### **3.2 Finance and Audit Committee**

The Finance and Audit Committee's responsibilities are to review, recommend to the Board and implement the requirements of the Trust's Health and Safety statement; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all Health and safety matters.

The Committee's responsibilities are to:

- Inform and advise the Board of Trustees on: -
  - review of the health and safety policy
  - risk mitigation
  - recommendations from health and safety audits and compliance audits
  - incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems.
- Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
- Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.

### 3.3 The Chief Executive Officer (CEO)

- Must consider the impact of health and safety in all strategic and operational decision making.
- Ensure that the Trust culture promotes a shared responsibility for health & safety.
- Is the managerial link for Health and Safety between the schools and the Board of Trustees via the Head Teachers and the DFO.
- Supports Head Teachers in Health and Safety matters.
- Attends the Finance & Audit Committee meetings.

### 3.4 The Director of Finance & Operations (DFO)/Health and Safety Lead

The DFO is the link between the Finance & Audit Committee and the senior employees with responsibility for health and safety within schools across the Trust and as such is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The DFO will delegate the day to day management of Health and Safety to the Hub Operations and Business Manager (HOBM).

The DFO must:

- Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.
- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation and lock down of the Trust's premises.
- Ensure the Health and Safety Policy and related policies are maintained and updated as necessary and according to the policy schedule.
- Ensure processes are in place to ensure all staff including starters are able to access, read and confirm they have read the Health and Safety and related policies.
- Ensure a programme of health and safety inspections is undertaken by the HOBM and H&S Governor at each school.
- Report to the Finance & Audit Committee at their term meetings any RIDDORs.

- Ensure that suppliers and contractors have been appropriately vetted for health and safety standards and contractors are provided with a copy of the Trust Health & Safety Policy.

### 3.5 Hub Operations & Business Manager (HOBM)

The HOBM is responsible for managing the day to day operational health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical installations and control of legionella.

Specifically, this includes:

- Ensuring administrative and site staff receive adequate health & safety training
- Updating the school's Health and Safety, First Aid and Supporting Pupils with Medical Needs staff handbooks, in conjunction with relevant school staff.
- Ensure effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments.
- Be the point of contact with the Trust's appointed Health & Safety external competent person and ensure that the arrangement is fit for purpose and represents good value for money.
- Ensure that school asbestos registers and asbestos management plans are maintained and readily available.
- Informing the DFO and the Trust's external competent person of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Ensure that the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015 Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met.
- Ensure that there is a programme of servicing and inspection of workplaces.
- Meeting with the nominated Health & Safety Trustee and completing a H&S report 3 times a year to be submitted to the Board of Trustees.



### 3.6 Local Governing Bodies (LGBs)

- Overview of the School Health and Safety Policy Part B through Health & Safety Link Governor
- Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety across the Trust
- Regular monitoring and feedback on Health and Safety compliance and performance to the Finance & Audit Committee
- Health & Safety link Governor attendance at H&S committee meetings
- Receive operational safety information/reports from Head Teachers.
- Review school Risk Register and agree and forward to Finance & Audit Committee

### 3.7 Headteacher

Each Headteacher is responsible and accountable for the implementation of and compliance with this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to the Enable Trust Health and Safety Policy.

The Headteacher is responsible for:

- Ensuring that Health and Safety arrangements within the school are aligned to the Health and Safety Policy.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Informing the HOBM of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Ensuring that an investigation is carried out by a competent person, following an accident or incident, liaising with appropriate authorities and third parties as necessary.
- Communicating the policy and other appropriate health and safety related policies and information to all relevant people within the school, including occasional consultants, volunteers, visitors and contractors.
- Appointing a named:
  - Health & Safety contact for the school (who may be the Headteacher);
  - First Aid Co-ordinator and administrator of medication for the school and ensuring that there is an adequate number of appropriately trained first aiders in the school;

- Educational Visits Co-ordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school).
- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.
- Reporting to the HOBM any identified hazards requiring attention.
- Ensuring that risk assessments are undertaken for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with all relevant staff and that they are reviewed at least annually.
- Ensuring that all teaching and learning staff complete mandatory health & safety and other related training.
- Ensure teachers working in subjects such as Cooking, Science, Design and Technology, PE and Art develop, publish and share with members of their teams, the specific Health and Safety procedures for these high risk activities.
- Ensuring that there are effective health and safety management arrangements for educational visits including each visit to have a named leader and deputy leader and authorising all education visits.

### 3.8 Other Employee Duties

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have a responsibility to:

- Comply with the Health and Safety Policy
- Carry out health & safety related training as instructed
- Report all accidents and near misses
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant etc.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.

- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

### 3.9 First Aid Co-ordinators (Approved Person)

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records in conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.

#### Administration of Medication

Each school must have a named person responsible for:

- Administering prescription medicines when parental consent has been obtained to do so.
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the School Nurse and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely.

### 3.10 Appointed Educational Visits Co-ordinator (EVC)

The Educational Visits Coordinator's responsibilities are to:

- Co-ordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.

- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.
- Recommend each visit to the Headteacher for final authorisation.
- Obtain approval from the external competent support for Category C and/or residential visits.

### **3.11 Competent Health and Safety Advisor**

Enable Trust will seek competent Health and Safety advice from an external provider to assist in discharging its health and safety responsibilities.

The key aspects of the service provided include:

- Dedicated Health and Safety Advisor
- Health and Safety advice
- Support with policies
- School Trip Management
- Health and Safety on-site Audits
- Risk Assessments
- Fire Risk Assessments
- Accident Reporting Support
- Accident investigations
- Training and development

## **3. Monitoring**

The application of this policy will be monitored regularly by the HOBM, H&S Governor through visual checks of the school site and equipment and checks of risk assessments. This is overseen and monitored by the DFO.

This policy will be reviewed by the DFO annually. At every review, the policy will be shared with and recommended by the Finance and Audit Committee and approved by the Board of Trustees.

## **4. Consultation and Communication**

In accordance with The Health and safety (Consultation with Employees) Regulations 1996, it is the Trust's policy to consult with employees on matters that may affect their health and safety while at work. Employees will be allowed to express their views, either individually or through elected representatives, and the Trust, as the employer must take these into consideration before making any changes.

## **5. Arrangements for each School**

All schools have their own Health and Safety Policy bespoke to their school site and context.

The School Policy details all elements of Health and Safety and how this will be managed.