

Framework Health and Safety Policy

1. Overview

1.1 This Framework Health & Safety Policy (***the Framework Policy***) applies across all partner schools in the Willow Learning Trust (***the Trust***).

1.2 The Framework Policy is produced under the Health & Safety at Work Act 1974, together with all applicable statutory requirements and codes of practice, and with advice from the Department for Education on health and safety in school. This policy takes into account the Government's February 2014 guidance – *'Health and Safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies'*.

1.3 The Trustees of the Trust are responsible for setting the overall health and safety policy for the Trust. Each individual partner school within the Trust (each ***Trust School***) is responsible for ensuring compliance by the Trust School with this Framework Policy through the production, implementation and monitoring of a compliant school-specific policy (***School H&S Policy***) which includes detailed health and safety procedures and arrangements having regard to the context of the circumstances and organisational arrangements of the individual Trust School. As such, for a particular Trust School, this Framework Policy should be read in conjunction with the relevant School H&S Policy.

1.4 This Framework Policy will be reviewed on behalf of the Trustees by the Trustees' Premises Committee at least once every 2 years.

2. Principles and aims

2.1 The Trust considers that the following key principles are of paramount importance to the management of health and safety across the Trust:

- Health, safety and welfare are of integral importance to all activities, whether on or off site at Trust Schools.
- All legally required and other reasonably practicable steps should be taken to provide safe and healthy conditions for students, staff and others who may be affected by these activities or visiting a Trust schools.
- All Trust Schools should comply with all relevant Health and Safety legislation.
- All staff and students are required to:
 - co-operate in complying with all legal obligations;
 - take reasonable care of their own health, safety and welfare; and
 - have regard for the health, safety and welfare of others

- The necessary information, instruction, supervision and training should be provided to all employees and students, as appropriate.
- Health and Safety Representatives should be actively supported, to enable them to carry out their duties effectively.
- Adequate resources should be provided to implement this Framework Policy and individual School H&S Policies, including access to support from health and safety competent persons.
- Arrangements for the local management of health and safety must be put in writing in a School H&S Policy and communicated to all colleagues.
- Individual School H&S Policies should be regularly reviewed to ensure that the principles and aims are met and to modify the relevant policy to accommodate: the requirements of new legislation; lessons learnt from incidents; and other changing circumstances.

2.2 In conjunction with these principles, the following aims have been identified for the Trust Schools to implement in their settings:

- Risk assessments are carried out, as appropriate, that identify potential hazards and ensure that suitable and sufficient standards of safety are employed
- All departments (and areas of management) have suitable health and safety procedures in place
- Comprehensive information, training and supervision is provided
- Equipment is maintained properly and is not used, knowingly, when it may present any risk to the safety of staff, students, visitors or the public
- Arrangements for access to and from the school site are safe and without risks to health
- There are up-to-date fire safety procedures and documentation and all staff and students (and, as far as is practicable, visitors) are familiar with them
- Safety awareness is developed among all employees and students and individuals' responsibility for health and safety is promoted amongst staff and students
- Health, safety and welfare of staff, students and members of the public is under continuous review by managers at all levels
- A competent, and suitably trained, person oversees the implementation of the relevant School H&S Policy and procedures
- A member of the relevant Local Governing Body is appointed as the Local Governing Body's Health and Safety Governor (***the LGB H&S Governor***) and shall be a member of the Trustees' Premises Committee.
- A Health & Safety Representative is appointed by each school to liaise with staff, the Headteacher or Health & Safety Manager, the LGB H&S Governor and is a member of the Trustees' Premises Committee.

- Sufficient funds are provided for the operation of safe systems of work and for the training of relevant staff.

3. Responsibilities

3.1 The Trust

The Trust, as employer, has overall responsibility for health and safety throughout the Trust, but delegates the day-to-day operation of health and safety to Local Governing Bodies and Headteachers of Trust Schools.

3.2 Trustees' Premises Committee

The Willow Learning Trust Premises Committee has delegated responsibility for the production, review, monitoring and evaluation of the Framework Policy.

3.3 Executive Headteacher

The Executive Headteacher is responsible for:

- providing the Trustees (via their Premises Committee) with information on the implementation of the Framework Policy through the production and implementation of the School H&S Policies;
- providing advice and leadership, as required, in the management and review of health and safety across the Trust ensuring that the Framework Policy is implemented consistently and thoroughly across the Trust;
- providing direct support to Trust Schools with health and safety matters; and
- commissioning expert advice, as required.

3.4 Local Governing Body (**LGB**)

Together with the relevant Headteacher, LGBs have overall responsibility for the production, review, monitoring and evaluation of the individual School H&S Policies. LGBs are responsible for ensuring:

- that the relevant School H&S Policy complies with the principles and requirements of this Framework Policy, and that the School H&S Policy and procedures are communicated effectively to all staff;
- ensure that the Headteacher takes into account the views and recommendations of the LGB and the school Health and Safety Representative;
- appoint a member of the LGB to be the LGB H&S Governor, with responsibility for liaison on health and safety issues with the Headteacher and staff and sitting on the Trustees' Premises Committee;

3.5 Each LGB H&S Governor must check that the School H&S Policy and procedures are in place and being correctly implemented. This member of the LGB is responsible for:

- Liaising with the Headteacher or school Health and Safety Manager if the Headteacher does not undertake this role;

- Ensuring that there is proper Health and Safety oversight of any dealings with contractors;
- Inspecting the accident/incidents logs on a termly basis; and
- Reporting to the LGB and the Premises Committee on health and safety issues/status at least once a term, including the outcomes of the annual independent health and safety audit

The LGB H&S Governor shall be entitled, but not obliged, to participate in a full or "spot-check" site inspection of the relevant Trust School, at least once a year accompanied by the school Health and Safety Representative.

3.6 Headteacher

The Headteacher has responsibility and accountability for the oversight of the management and implementation of the Framework Policy and the School H&S Policy reporting to the LGB, the LGB H&S Governor and the Executive Headteacher. In particular, the Headteacher is responsible for:

- Ensuring that a competent person is appointed as the school Health and Safety Representative and ensure that they are appropriately trained;
- Ensuring that there is a system across the school through which appropriate risk assessments are carried out, recorded and reviewed;
- Ensuring that appropriate standards of health and safety are established and maintained for staff, students and visitors;
- Ensuring that staff are trained in health and safety, as appropriate to their roles;
- Providing adequate resources to enable the School Policy to be implemented;
- Agreeing and maintaining contracts relating to health and safety and security;
- Ensuring that a system is in place that ensures that contractors, and persons hiring any part of the premises, are made aware of, and conform to, the School H&S Policy and procedures;
- Monitoring the implementation of Health and Safety procedures throughout the Trust School, including receiving an annual status review from the Health and Safety Manager if this role is undertaken by someone other than the Headteacher;
- the organisation, completion and recording of an annual independent Health & Safety Audit.

3.7 School Health & Safety Representative

The school Health & Safety Representative will be responsible for receiving health and safety concerns from staff and will report these to the Headteacher or Health & Safety Manager. They will participate in any full or "spot check" site inspections with the LGB H&S Governor.

3.8 School Health and Safety management

It is strongly encouraged that each Trust School arranges termly meetings between the Headteacher (or Health & Safety Manager if one is appointed), the school Health & Safety Representative and the LGB H&S Governor and provides a report for the LGB. As appropriate, the termly meetings may include a site tour as well as:

- Making, and reviewing, specific health, safety, welfare and security arrangements;
- Considering accident, incident and ill-health data;

- Considering reports of any internal and external inspections;
- Considering risk assessment practice;
- Making recommendations on health and safety training;
- Considering the efficiency of emergency procedures;
- Considering the potential impact of changes of any kind that affect health and safety;
- Receiving and considering an annual Health & Safety Quality Assurance Review from the Headteacher/Health and Safety Manager and determines any necessary response; and
- Considering any other items raised by the senior leadership team or staff representatives and reports.

4. School H&S Policies

All School H&S Policies must include detailed provisions, policies and procedures covering the areas set out in the Appendix to this Framework Policy.

APPENDIX

Policies, procedures and provisions to be covered by School H&S Policies

1. Organisation

Each School H&S Policy must identify in detail the relevant responsibilities and duties of staff and employees in respect of health and safety matters, including reporting, training, and monitoring responsibilities.

Each School H&S Policy must provide for the appointment of a Health and Safety Manager.

2. Scope of School H&S Policies

Each School H&S Policy must include detailed policies and procedures in respect of the following areas:

- First aid provision
- Accident reporting/investigation
- Infection protection and control
- Fire precautions
- Emergency, partial and full lockdown procedures
- Critical incidents
- Site security
- Cleaning arrangements
- Health and safety training arrangements
- Procedures to ensure compliance with statutory requirements
- Testing policy (including frequency, scope, recording, reporting) for gas, electrical, water, COSHH, plant and machinery
- Planned maintenance scheduling and servicing
- Manual handling
- Working at heights
- Lettings/use of school premises
- Occupational health
- Lone working and out of hours access
- Field trips and other off-site activity risk assessments
- Risk assessments, including frequency and review of effectiveness of control measures, and record keeping
- Training of staff, including scope of training, frequency and record keeping

3. Inspection and Reporting

Each School H&S Policy must provide for the following inspection and reports to be undertaken and provided to the Health & Safety Manager, the LGB H&S Governor and the Premises Committee:

- An annual independent health and safety audit.
- An annual report by the Health and Safety Manager or Headteacher (and, if applicable, the LGB H&S Governor) summarising their findings from any school inspection.

- An annual report confirming compliance with the testing, risk assessment and servicing policies, with a summary of any unresolved issues or required remedial action.
- As requested by the Trustees' Premises Committee, summary reports on the status and/or issues in respect of any planned or ongoing maintenance or building work.
- An annual "look-forward" report of any anticipated off-site activities (it being acknowledged that some off-site activities may not be identified at the outset of a school year).

4. Review

Each School H&S Policy must provide for a review of that policy at least every 2 years and in any event, on each occasion that the Framework Policy is reviewed.