

Health & Safety Policy

1 Statement

- 1.1** Health and Safety at work is the responsibility of everyone within the Heart of Mercia Multi-Academy Trust. The Trust (the employer) accepts its responsibility to develop and pursue policy and procedures, as far as is reasonably practicable, that will ensure the health, safety and welfare of employees whilst working on behalf of the Trust and its academies and all other persons whilst on the premises. All employees, with the appropriate support, training, and supervision, are required to operate safe working practices and procedures and to work with due consideration for the safety of others.

2 Aims & Objectives

- 2.1** To ensure a positive approach to Health, Safety and Wellbeing, the Trust will undertake to develop and implement the following:

- To undertake all of the Trust's activities in such a way as to ensure, so far as is reasonably practicable, the health, safety, and welfare of all users of the Trust and its academies including trustees, local governors, employees, students, members of the general public and all other individuals or groups who work in or visit the premises of one of the academies within the Trust.
- Ensure that where equipment, machinery or hazardous substances etc. are used or where employees are concerned with the handling, storage or transport of goods, safe working practices are established and adhered to in order to avoid risk. This will include the provision of safety equipment as required.
- Ensure by the establishment of effective procedures that the risk of accident and all forms of violence are minimised and, if they do occur, they are properly examined and recorded, and relevant action is taken to reduce or prevent a recurrence.
- Provide appropriate training, information, and supervision for employees at all levels to ensure they are able to meet their responsibilities within the policy.
- To establish meaningful arrangements for joint consultation on Health and Safety issues and through appropriate consultation with representatives promote health, safety, and wellbeing arrangements.
- To establish procedures to inspect, monitor and audit the effectiveness of the safety policy and to make recommendations for any improvement and revisions necessary.
- Ensure that grievances or disciplinary matters concerning health and safety are dealt with using the existing employment procedures.

- Ensure and promote the wellbeing of all staff employed by the Trust.

3 Responsibilities

3.1 It is the responsibility of the Chief Executive, in conjunction with Trustees, Principals/Headteachers and local governors to ensure that all reasonably practicable measures are taken to comply with health and safety legislation.

3.2 Trustees and Governors

Trustees and Governors will be responsible for maintaining high standards of health, safety, and wellbeing for the benefit of all Trust staff, students, and visitors. In particular they will:

- Collectively and individually exercise their role in providing Health and Safety leadership.
- Co-ordinate their responsibilities through the work of the Local Governing Bodies.
- Create a management structure for implementing the Health and Safety Policy.
- Accept responsibility for implementing the policy.
- Monitor, review, and revise the policy statement.
- Promote awareness of health and safety issues.
- Engage the active participation of all members of the Trust in improving Health and Safety.
- Ensure there are codes of practice for work activities.
- Ensure necessary health and safety information is available and implemented.
- Routinely report to the Trust Board on health and safety matters.

3.3 The Chief Executive

The Chief Executive is accountable to the Trust Board for the implementation of the Health and Safety Policies across the Trust. The discharge of these duties will be delegated to the Principals/Headteachers of the academies and the HoM Health and Safety Coordinator.

3.4 Academy Principals/Headteachers

Principals/Headteachers of academies of the Trust will be responsible in particular for:

- Co-ordinating the development, maintenance and implementation of the Health and Safety policies in their academy of the Trust. See Appendix 1 for further guidance on the policies required and recommended by the Trust.
- Monitoring the implementation of the Health and Safety policy within their academy of the Trust.
- Reviewing and updating the health and safety policy in their academy of the Trust and its supporting arrangements, and the communication of any changes to all staff.
- Communicating the requirements of the policy to all staff at their academy.
- Ensuring provision of appropriate consultative arrangements with staff and union representatives, as appropriate.
- Ensuring all other requirements are met under current health and safety legislation.
- Ensuring arrangements are in place at individual academies of the Trust for dealing with health and safety matters such as:
 - the dissemination of health and safety information to all staff
 - first aid
 - accident reporting
 - emergency evacuation procedures

- fire procedures including the fire register
- ensuring accidents are investigated
- ensuring health and safety matters raised by staff are dealt with.

The Health and Safety policy of individual academies of the Trust can be accessed via the links below.

Academy	Website
John Kyrle High School	John Kyrle High School - Home (jkhs.org.uk)
The Chantry School	https://www.chantryschool.com/
Hereford Sixth Form College	https://www.hereford.ac.uk/
King Edward VI College Stourbridge	https://www.kedst.ac.uk/
Worcester Sixth Form College	https://www.wsfc.ac.uk/

3.5 Trust Health & Safety Co-ordinator

The Trust's Health and Safety Co-ordinator will:

- work with relevant academy staff, e. g. Premises/Estates Manager, to ensure effective day to day responsibility within the academies.
- ensure the Trust has an appropriate Health and Safety strategy and plan.
- regularly meet with Health and Safety officers at each academy of the Trust to discuss issues and progress with ongoing tasks and challenges.
- organise audits of Health and Safety at Trust academies and report findings to the Executive Group.
- chair the group of staff responsible for Health and Safety in the academies of the Trust.
- work with the Chief Financial Officer to ensure the area is adequately funded and provided for to ensure compliance and good practice.
- liaise with the Health and Safety Officer at the Trust's academies to ensure their policies and procedures are compliant and effective and conduct audits thereof.
- Produce periodic reports on Health and Safety for the Trustees.

3.6 Employees

All members of staff are required to:

- observe Health and Safety policies at all times.
- take reasonable care for the health and safety of themselves and anybody who may be affected by what they do or fail to do.
- raise health, safety and welfare issues with their manager or safety representative, the Health and Safety Officer at the academy, the Principal/Headteacher, or the Chief Executive.
- co-operate with management and other employees as far as is necessary to fulfil their duties in health and safety requirements.
- comply with the health and safety instructions and directions issued by managers.
- be familiar with local policy and procedure, e.g., fire evacuation and first aid arrangements.
- report all accidents and damage at work to their manager or supervisor and complete the appropriate accident reporting procedures.
- use properly the means and facilities provided for health and safety at work including safety equipment provided for their use.
- refrain from any activity that may endanger themselves or others or which contravenes the prescribed practices and procedures developed in support of the policy.

- participate in any required training or training provided that enables them to undertake their work in a safer manner.
- report any potential hazards or risks to management for the appropriate action to be taken.
- refer to the Trust and academy Safeguarding Policies and follow their requirements as appropriate.

3.7 Students

- To take reasonable care to ensure the health and safety of themselves and others within the relevant academy who may be affected by what they do or fail to do whilst in the premises.
- To co-operate with all leaders, teaching staff and support staff on health and safety issues.
- To ensure that they are familiar with and act in accordance with any procedures or instructions issued to them or which have been brought to their attention in some or other way.
- To act in accordance with any safety training which they have received.
- To make full and proper use of any personal protective equipment provided for their use in accordance with any instructions given or training received. Any loss of equipment or any obvious defect should be reported immediately to the teacher responsible for the activity.
- Not interfere intentionally or recklessly with or misuse anything provided in the interests of health and safety.
- To report any accident to themselves no matter how insignificant by contacting the teacher responsible for the activity.
- To report to a member of staff any situation which they consider may represent a health and safety risk and not use any equipment which appears to them to be unsafe.

3.8 Visitors and Contractors

Please refer to the relevant academy health and safety policy and safeguarding guidance.

4 Emergency Arrangements

4.1 Academies with the Trust must:

- Devise and publish emergency evacuation procedures and review these annually.
- Provide instruction and practice for emergency evacuation at regular intervals.
- Provide training for staff in the correct use of firefighting or emergency equipment.
- Ensure that there are qualified first aid staff to deal with accidents and emergencies.
- Ensure that staff are aware of procedures for reporting accidents or near misses.

5 Health and Safety Audits

5.1 Internal Audit

The HoM Health and Safety Coordinator will conduct an annual audit of academy compliance and ensure the effectiveness of each individual academies health and safety management systems. A brief report on findings will be presented to the Chief Executive and academy Principal/Headteacher thereafter.

5.2 External Audit

External audits of health and safety management systems will take place on a 3-year cycle. When new academies join the trust, an external audit will be organised within 6 months of conversion.

6 Monitoring and Review

The Health and Safety Co-ordinator will monitor and keep under review the health and safety arrangements at Trust academies to ensure compliance with this policy.

The Health and Safety policy will be reviewed annually by the Trust Board.

7 Equality Impact

The Trust's responsibilities towards promoting equality, diversity and inclusion have been considered when drafting this policy.

Date of review	Date agreed	LGBs	MAT Board	Review date	Comments
June 2024	June 2024	Autumn 2024	June 2024	June 2025	

Appendix 1

The table below shows those policies, procedures and guidance that the Trust mandates its academies to have, and those policies it recommends dependent upon the specific academy context. If you require further information or clarification, please contact the HoM Health and Safety Co-ordinator at christopher.baker@kedst.ac.uk or christopher.baker@heartofmercia.org.uk

Required by the Trust	Recommended
Accident, RIDDOR, incident and near miss Policy and procedure	
Asbestos policy	
Children and young person's policy and procedure	
Contractors (Selection and on-site control) policy including site rules	
Control of substances hazardous to health (COSHH) policy and risk assessment	
	Display of Notices (Fire notices in particular can sit in the Fire safety policy).
Display screen equipment policy and procedure	
Electricity at work policy and procedure	
Fire safety policy and evacuation procedures (incl. PEEP)	
Fire safety inspection checklist	
First aid	Supporting students with medical conditions (This could be combined with another policy)
Legionella policy and procedure	
Lone working policy and procedure	
Managing violence and aggression at work policy	
Manual handling policy and procedure (incl. risk assessment)	
New or expectant mothers' policy and procedure (incl. risk assessment)	
Noise at work policy	
Permit to work policy and procedures	

Personal protective equipment policy and procedure	
Risk assessments and operations policy and procedure	
	Training policy and procedure
	Visitors' policy (this can be combined with the academy Safeguarding policy).
Working at heights policy	
Working environment policy	
Work equipment policy	