

Owlcotes Multi-Academy Trust



Health and Safety Policy

November 2020

Reviewed: December 2024

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;
- Taking all necessary steps to ensure compliance with statutory requirements and relevant health and safety legislation;
- 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.

The following sets out the health and safety principles at the Owlcotes Multi-Academy Trust that underpin this policy. Owlcotes Trust:

- Will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained;
- Accepts that health, safety and wellbeing include mental and emotional as well as physical health, safety and wellbeing;
- Accepts that health, safety and wellbeing are an integral part of all its activities and will take steps to manage these effectively;
- Expects all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health, safety and wellbeing and have regard for the health, safety and wellbeing of others;
- Is committed to providing the necessary information, instruction and training to all staff and pupils where applicable;
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected safety representatives of recognised trade unions to enable them to carry out their duties effectively;
- Is committed to regular evaluation and review of its health and safety policy to ensure its objectives are met and, as necessary, to modifying the policy in light of new legislation and other changing circumstances;
- Will set out full details for the organisation of, and arrangements for, the management of health, safety and wellbeing in the school.

3. Roles and Responsibilities

3.1 Responsibilities of the MAT Board of Trustees

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;
- A positive health and safety culture is encouraged at Owlcotes schools.

3.2 Responsibilities of the CEO

The Owlcotes Multi-Academy Trust CEO 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 Manager 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 arrangements are implemented and understood by school staff;
- Regular testing and maintenance of electrical equipment is undertaken;
- Systems are implemented 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.

3.7 Responsibilities of the ‘Competent Person’

Individual schools in the Owlcotes Multi-Academy Trust are required to nominate a ‘competent person’ who has sufficient training and experience to assist with health and safety compliance. The competent person has responsibility for:

- Advising the Headteacher (*if the competent person is not the Headteacher*); Governors and Senior Leadership Team in the discharge of their legal duties and responsibilities under the Health and Safety at Work etc. Act 1974 and all regulations made there-under, and;
- for liaising with Leeds City Council’s Health, Safety and Wellbeing Advisers and enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Rescue Officers.

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 is 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 Manager, 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. Implementation of the Policy

5.1 The Board of Trustees

The Board of Trustees will have oversight of the implementation of this Health and Safety Policy by:

- Ensuring adequate resources, in terms of both personnel and finance, are allocated to secure implementation of the policy.
- Establishing systems for monitoring all arrangements to ensure that they are working effectively.
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the school's health and safety policy.

5.2 The Local Governing Board

Individual school Local Governing Boards will implement this policy by:

- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions.
- Ensuring that responsible managers and staff are competent through recruitment, training or otherwise, to carry out their duties for health, safety and welfare.
- Setting health and safety performance standards to ensure effective management within their areas of control.
- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded.
- Ensuring that any contractors and sub-contractors who work in school premises have effective arrangements for health, safety and welfare.
- Ensuring that health and safety is a standing item on all meeting agendas.

5.3 The Facilities and Estates Manager

The Facilities and Estates Manager will implement this policy by:

- Ensure the system (Every) to manage health and safety within schools is implemented, which may include a schedule of inspection, service and maintenance arrangements for equipment and services and accident investigation arrangements.

- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards.

5.4 The Site Caretaker/Competent Person

Individual school Caretakers and/or competent person will implement this policy by:

- Any health, safety and wellbeing matters that they cannot deal with directly are brought to the attention of the Headteacher or Senior Leadership Team.
- Significant hazards within their department are identified with suitable and sufficient risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Staff (including agency staff) and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Equipment and substances are suitable for the purpose they are used.

5.5 Staff (including agency staff)

All staff (including agency staff) are responsible for:

- Complying with the school's health and safety policy.
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions.
- Co-operating with the school's Governing Body, Headteacher and Senior Leadership Team in complying with all relevant statutory provisions.
- Using all work equipment and substances in accordance with the information, instruction and training received.
- Not intentionally misusing anything provided in the interests of health, safety and welfare.
- Following all prescribed safe working practices and not working while unfit to do so.
- Reporting to the school's Governing Body, Headteacher and/or Senior Leadership Team any health and safety problem they cannot deal with themselves or any shortcoming they find in the health, safety and welfare arrangements.

6. 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 01/11/2022**

Chair of Trustees: Mrs Judith Norfolk		
Signature:		J Norfolk:
Frequency of review:	2 years	
To be reviewed by:	FRAC	
To be approved by:	OMAT Full Board	
Date of next review:	December 2026	

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
12/12/2024	Amendments to sections 2 and 3. Addition of section 5.	December 2026

Name:		Signature:	
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on behalf of OMAT Full Board

Date of review	Reason for review	Date of next review

Name:		Signature:	
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on behalf of OMAT Full Board