



**Attigo**  
**Academy Trust**

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ACHIEVE EXCELLENCE TOGETHER

# **Health and Safety Policy**



## Principles

This policy supplements and should be read in conjunction with each Schools Health Safety Policy. It lays down the organisation and arrangements established by the Trustees to implement that policy in each school within the Attigo Academy Trust. This policy applies to all sites within the Trust.

This will be reviewed annually.

## Trustees' responsibilities

The scope of the Trustees responsibilities encompasses:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities
- effective organisation at both school and Trust level to implement the policy
- full consultation with staff on matters affecting their health and safety
- effective communication throughout the Trust and each school on health and safety matters
- provision of information, instruction and supervision
- ensuring staff are competent to carry out their work and meet their health and safety responsibilities; and the provision of adequate training and development
- obtaining competent advice when that is not available within the Trust or school
- risk assessments are undertaken and the necessary controls implemented
- ensuring each school has implemented effective systems for the management of contractors
- effective monitoring and review of the implementation of the policy and health and safety performance adequate resources to implement this policy

### Lead Trustee - Health and Safety

The Lead Trustee for health and safety who is on the Board of Trustees will:

- Ensure consistency across of policy adoption for all schools within the Trust
- Receive reports from Local Academy Advisory Boards (LAABs), Health and Safety Links and report back to Trust Board on key issues
- Review this health and safety policy on annual basis

### Health and Safety Link – Local Academy Advisory Board (LAAB)

Each school will have a health and safety link on its Local Academy Advisory Board. They will:

- Ensure the school is providing a safe environment for children by monitoring compliance with this health and safety policy
- Ensure that school based inspections are carried out
- Link with the Health and Safety Co-ordinator in the school
- Undertake necessary health and safety training as and when required
- Make regular reports to the Lead Trustee

### Chief Executive Officer (CEO)

The CEO is responsible for the overall implementation of this policy throughout the Trust and will:

- Nominate the COO as health and safety coordinator at Trust level
- Ensure leads within each school meet their health and safety responsibilities

### **Chief Operations Officer (COO)**

The COO is responsible for ensuring compliance of the policy across the Trust on behalf of the CEO and will:

- Be the executive health and safety lead for the Trust
- Liaise with the lead Trustee for health and safety
- Monitor implementation of the policy throughout the Trust
- Oversee the work of the Health and Safety Coordinator in each school
- Ensure health and safety monitoring is undertaken at each school as detailed in the Head teacher responsibilities
- Report health and safety issues that cannot be resolved to the Trust Board
- Co-ordinate all aspects of health, safety and wellbeing policy and practice
- Disseminate health and safety information
- Liaise with safety representatives
- Ensure health and safety matters raised by staff are dealt with appropriately
- Ensure risk assessments are carried out at Trust level and are reviewed at least annually
- Ensure school level health and safety compliance
- Report 'reportable' incidents to the Health and Safety Executive
- Manage the school's annual monitoring checklist
- Make recommendations to the Head teacher about an independent audit

### **Headteacher (HT)**

Each HT is responsible for the overall implementation of this policy and their own school policy throughout their school. This includes day to-day responsibility for maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or undertaking activities under the school's control. In particular, the HT will:

- nominate a named person as health and safety coordinator at school level
- ensure line managers meet their health and safety responsibilities
- ensure the arrangements for consultation with staff are implemented
- ensure effective communication of health and safety matters
- ensure requirements with regard to staff competence are met
- ensure health and safety standards, Trust health and safety procedures/codes of practice are implemented ensure risk assessments are carried out at school level and reviewed at least annually
- undertake risk assessments in relation to directly managed staff (e.g. stress risk assessments)
- ensure health and safety monitoring is undertaken, including
  - (i) incident reporting and investigation
  - (ii) specific equipment & premises inspections
  - (iii) termly inspections
  - (iv) ensuring that the termly inspection report is presented to the Local Academy Advisory Board
  - (v) monitoring of health safety action plans
  - (vi) make recommendations to the Local Academy Advisory Board in relation to external independent audits
  - (vii) report to the Health and safety Trustee of any health and safety issues that cannot be resolved.

### **Health and Safety Co-ordinator**

They are responsible for the overall coordination of health and safety throughout the school on behalf of the HT. Responsibilities include:

- co-ordinating all aspects of health, safety and wellbeing policy and practice within the school
- liaising with safety representatives
- disseminating health and safety information
- coordinating accident reporting procedures, including accident monitoring
- coordinating emergency evacuation procedures
- ensuring health and safety matters raised by staff are dealt with
- maintaining a central school file of health and safety procedures and other relevant information

Monitoring implementation of the policy by:

- ensuring termly inspections are undertaken
- ensuring incidents are investigated
- managing the school's annual monitoring checklist
- making recommendations to the HT about an independent audit
- reporting health and safety issues that cannot be resolved to the Health and safety Trustee

### **All Members of Staff**

All members of staff are responsible for:

- Taking care of their own health and safety and the health and safety of others affected by their actions
- Co-operating with the Board of Trustees by following the schools safe working procedures and meeting responsibilities laid down in this policy
- Reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the school health and safety coordinator
- Undertaking any health and safety training/development identified as necessary
- Using work equipment in accordance with safe working procedures, instructions and training
- Not making unauthorised or improper use of equipment
- Ensuring a risk assessment is undertaken when carrying out projects or new activities
- Reporting health and safety incidents, and near misses, in accordance with the School's reporting procedures.

**Safety Representatives (Union Representatives):** Safety representatives do not have responsibilities under this policy. However, they have functions as laid down in the Safety Representatives and Safety Committees Regulations 1977 (SI 1977 No. 500). Reasonable time will be provided to enable safety representatives to carry out their functions subject to the exigencies of the service. This should be arranged with their line manager and the health and safety coordinator.

Where no union representation for safety is available under the Safety Representatives and Safety Committees Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 will apply and employees will be consulted directly as individuals, or through elected health and safety representatives (known as "representatives of employee safety" in the Regulations), or a combination of the two.

## Arrangements for implementing this policy

### **Enfield Local Authority Health and Safety Committee**

There is an established Enfield Local Authority Health and Safety committee for Schools and Children's Services, which meets termly. It is chaired by the Chief Education Officer, and includes management representatives and safety representatives elected by the staff. The committee facilitates consultation on schools' issues, such as policy, strategy and guidance. It is also a forum where safety representatives can raise issues concerning health and safety and where unresolved issues can be addressed. Attigo Academy Trust has a Service Level Agreement with the Enfield Schools Health and Safety Department.

### **Health and Safety Procedures**

The Local Authority Schools Health and Safety Team has drawn up health and safety procedures and arrangements covering school-wide issues. These include the Health and Safety Framework Policy, Health and Safety Policies and health and safety guidance and procedures as found in the Health and Safety section on Fronter, Fire Log Book, and Responsible Persons Premises Log. Further procedures following required control measures for the school are drawn up locally following risk assessment.

### **Educational Visits**

The role of the educational visits coordinator, arrangements for seeking approval - both within the school and where appropriate from the LA, planning and safety during the visit, pre-visits, staff ratios, etc is covered in the 'Guidance for off-site Visits and Related Activities with EVOLVE, issued by the LA.

### **Fire and Emergency Procedures**

The roles of all staff; how the evacuation will be conducted; arrangements for ensuring everyone has left the building and other checks are derived from risk assessment and follow from guidance in the Fire Log Book. This is held at each school site.

### **Risk Assessments**

The health and safety procedures referred to above were drawn up on the basis of an assessment of the risks. Some require further detailed assessment of the activity (e.g. display screen equipment, educational visits); in these cases, the relevant member of staff must undertake the assessment. Others are generic risk assessments and where activities comply with the assessment there is no need to record a separate assessment. Where an activity differs from the generic assessment, the person responsible for the activity must ensure there is a re-assessment to account for these variations. Where this is minor it may be no more than adding a simple local variation to the generic assessment. Line managers are responsible for ensuring risk assessments are drawn up and implemented for activities carried out under their area of control. For many such activities, line managers should arrange for a departmental health and safety procedure to be drawn up as a generic assessment, although, again, local variations may be needed when it is necessary to deviate from the generic assessment. The COO will provide formats for general risk assessments. The SENCo in each school will have proformas for individual pupil risk assessments.

