



# Management of H&S – Policy Statement

Approved by Trust Board on 24 April 2017  
Applicable from 1 May 2017

## **Introduction**

The Co-op Academies Trust (“the Trust”) and its academies must demonstrate practical compliance with relevant health & safety legislation (Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999) in order to meet the legal and moral duty to staff, students, and member of the public on its premises, meet the expectations of other stakeholders who have an active interest in how we operate and the external bodies to whom we are accountable.

This policy statement provides our organisation’s strategic overview of the management of health & safety within the Trust.

## **Key Responsibilities**

Responsibility for health & safety lies with everyone. Within the Trust, the following however have specific key responsibilities:

- **Trust Board:** is the employer, and therefore has ultimate accountability for H&S matters across the Trust including establishing the over-arching H&S policy and ensuring compliance with relevant legislation.
- **Director of the Trust:** is responsible for supporting the Trust Board in meeting its accountabilities through establishing a framework for the management of H&S across the Trust. In addition to having operational responsibility for H&S matters relating to the Trust’s central team members.
- **Headteacher / Principal:** has responsibility for H&S on a day-to-day basis, and for all activities carried out on or off their site. They are responsible for promoting the safety and well-being of pupils / students, staff and others attending the school site.
- **Local Governing Body:** as the management body, is responsible for ensuring that local H&S policy and procedures are in place and adhered to. Each LGB is expected to appoint a H&S governor to take a lead role and be involved in H&S inspections. LGBs (or a sub-committee thereof) should discuss H&S matters as a standard agenda item termly.
- **Academy Management H&S Officer:** *(if role is identified separate to Headteacher / Principal)* a clearly identified contact point for ensuring a consistent approach to H&S matters within the academy. They may have delegated responsibility for co-ordinating H&S matters, risk assessment, registers, keeping up-to-date with advice on H&S matters, actioning reports of faults and other matters requiring attention, and so on.
- **Academy Health & Safety Representatives:** undertake a role representing the views of their colleagues on H&S matters, and have functions given by law. Trade union-appointed health and safety representative, have functions set out in the Safety Representatives and Safety Committees Regulations 1977, whilst other representatives of employee safety have their functions set out in the Health and Safety (Consultation with Employees) Regulations 1996. If an academy does not have a nominated H&S Representative, a general workplace representatives may undertake the role of representing the views of their members on H&S matters as part of a wider remit.
- **All staff:** all employees have a duty to take reasonable care of themselves and others and to co-operate with their employer in complying with their statutory duties. They are responsible for familiarising themselves with the H&S policies, procedures, practices and documentation in place within their academy, and for adhering to health and safety training, information and rules in the workplace.

- **Pupils / students, and visitors:** are expected to follow the academy's policies and procedures as advised to them, and to take reasonable care of themselves and those around them.
- **Arthur J Gallagher (SchoolSHARE):** have been contracted to provide a health, safety and risk management package to our academies, and to act at the Trust's "competent person". This is achieved through the provision of both proactive and reactive advice and support as well as via a comprehensive programme of annual H&S audits and RAG rated action plans. Each school has access to advice and support by telephone, email and the ShareZone web portal containing specific guidance, documents, checklists and templates. A summary of the findings from annual audits undertaken will be presented on an annual basis to the Trust Board, and will be shared with trade union representatives via the JCNC.
- **JCNC:** will be consulted on the Trust's overarching policy on the management of H&S, and have sight of H&S reporting information, including the annual report on H&S in the Trust's academies produced by Arthur J Gallagher (SchoolSHARE). H&S will be a standing item on the JCNC agenda.

## **Policy Statement**

All Trust academies will:

1. Buy in to a service level agreement for the provision of H&S support with Arthur J Gallagher (SchoolSHARE). When a new academy joins the Trust they are expected to move to this arrangement on the expiry of any current H&S SLA. *The Trust reserves the right to change the provider of this service at a point in the future.*
2. Put in place, and ensure adherence to, an academy Health & Safety Policy and other local operational policies & procedures such as are necessary to comply with legislative requirements, advice from relevant competent bodies, the Trust's management of health & safety policy statement, and the findings of health & safety reviews, inspections and audits within the academy. *Good practice template policies, risk assessments and advice are available from Arthur J Gallagher (SHAREZone Web Portal)*
3. Carry out a minimum of two internal H&S reviews per year (*the format of these reviews to be determined locally in accordance with need*), in addition to the external audit conducted by Arthur J Gallagher (SchoolSHARE), i.e. one per term. The Headteacher/Principal, a member of the local governing body, or local H&S representatives / trade union representative may call for additional reviews if required, for example if there is building work taking place, or other changes.
4. Invite the H&S Governor and local H&S representatives / Trade Union representatives to participate in H&S audits / inspections; TU reps should be given facility time to participate in line with the Trust's TURFA.
5. Add any risks identified as a result of these reviews / audits to the academy's risk register. These feed in to the Trust's risk register, which will ensure that the Board are made aware of any major H&S issues.
6. Ensure that H&S matters are discussed in a formally documented meeting to which local H&S representatives / TU representatives are invited, at least annually. It is recommended that, as a minimum, this takes place when the report from the annual H&S is received and action planning is taking place. Ideally these meetings will take place termly. *This could be a formal H&S Committee, or could be part of another meeting.*
7. Ensure that all staff are fully informed of relevant local H&S policies and procedures, provide appropriate H&S training to relevant individuals, and maintain records of H&S training carried out.
8. Share information with the Trust on H&S matters within their academy when requested.

9. Notify the Director of the Trust immediately in the case of a major incident.

**Reporting & Review**

This policy will be reviewed on an annual basis alongside the annual report on H&S in the Trust's academies, or when required due to changes in legislation.