

# Health, Safety and Security Policy



Approved: 28 March 2018 – Board of Trustees  
Review date: March 2021  
Responsible Officer: Chief Operating Officer

## Vision and Ethos



The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### **We believe:**

- that a Christian ethos underpins and informs all that we do
- that the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- that through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- in the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- that the family of academies within the Trust, working together, will secure continuity and progression for all
- that there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- that, through its structures and work, the Trust can create and support effective Governance for all members
- that, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

# Contents

Para	
1	Policy Statement
2	Scope and Principles
3	Awareness
4	Arrangements and Procedures
5	Compliance
6	Excellence
7	CCTV
8	Policy Review

Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the term 'Governing Body' is used it refers to the Local Governing Body of an individual academy within the Trust.

Where appropriate the Local Governing Bodies of individual academies will publish details of the procedures and practices to implement Trust policies.

## Related Policies and Procedures

- Data Protection and Freedom of Information Policy
- IT Acceptable Use Policy
- New Staff Induction Procedures

## **1. Policy Statement**

- 1.1. Archway Learning Trust recognises its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way, to achieve ongoing improved standards and safe methods of work thereby ensuring a safe and secure environment for students, staff and visitors.

## **2. Scope and Principles**

- 2.1. The policy applies to all academies within the Trust and to all sites and locations. The Trust will comply with the requirements of Health and Safety legislation.
- 2.2. This policy reflects the Trust's commitment to ensuring that Health and Safety is paramount to the business of the Trust and that effective Health and Safety actively contributes to the successful education of all our students.

## **3. Awareness**

- 3.1. All staff, students and stakeholders across the Trust have an awareness and understanding of Health and Safety hazards and risks that affect the work they carry out across the Trust.
- 3.2. Adequate resources will be provided to ensure that all staff are aware of this policy and are committed to its effective implementation.
- 3.3. There will be active open communication and consultation between all the Trust's staff, students, contractors and visitors. Health and Safety will be integrated into Trust communications wherever appropriate.
- 3.4. Roles and responsibilities for health and safety will be defined as necessary and in particular:
  - **Board of Trustees**  
The Board of Trustees will have ultimate responsibility for all aspects of Health and Safety at work. The scrutiny of Health and Safety records and risk assessments may be delegated to Senior Leadership at the Trust.
  - **Audit, Finance & General Purposes Committee (AF&GP)**  
The Board of Trustees have delegated the oversight of health and safety matters to the Audit, Finance and General Purposes Committee who will ensure that:
    - the law and guidance from, but not exclusively, the Department of Education (DfE) and the Health and Safety Executive (HSE) will be implemented at each academy in the Trust;
    - there is provision of adequate training, information, instruction and supervision so far as is reasonably practicable to enable staff and students to perform their work safely and efficiently;
    - there are safe and healthy working conditions for staff and students and a safe environment for all visitors to any academy within the Trust. This will include planned maintenance of the building and grounds and the provision of good welfare facilities;
    - there are safe arrangements for the transportation, storage and handling of articles and substances;
    - there is provision of plant equipment and systems of work which are safe;

- there are competent staff at the Trust to ensure that each academy's Health and Safety is managed and coordinated effectively and that each academy has ready access to appropriate specialist advice and backup.
- **Chief Operating Officer (COO)**  
Supported by the Resources Director the COO shall:
  - be responsible for ensuring compliance with all Health and Safety legislation affecting the operations and activities of the Trust and each academy within the Trust;
  - co-ordinate work with the Chief Executive Officer (CEO), the AF&GP and the Trust Board to achieve standards and procedures prescribed for Health and Safety;
  - ensure that arrangements for the monitoring and audit of Health and Safety are in place across all academy sites;
  - provide the AF&GP regular (at each meeting) reports on all matters affecting Health and Safety;
  - actively promote a positive Health and Safety culture in the Trust.
- **Academy Principals**  
Each academy Principal shall:
  - ensure that all staff are issued with a personal copy of the Archway Learning Trust's Health and Safety Induction booklet;
  - ensure that all staff complete the relevant health and safety training as required by their role;
  - promote the Trust's Health and Safety culture amongst staff;
  - with advice from the Operational Business Partners, take day to day responsibility for all health and safety matters in the operation of their academy;
  - together with the Operational Business Partners, assess and control risks to health and safety within their academy.
- **Resources Director**  
The Resources Director will also advise all personnel on their individual responsibilities with regard to Health and Safety at work. In particular they will:
  - manage the team of Operational Business Partners ensuring appropriate levels of competency and training;
  - ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with legislation and best practice;
  - ensure that the Trust's Health and Safety manual is complete and up to date and is reviewed at least annually;
  - review accident records to identify any patterns requiring investigation. Carry out investigations, ensuring RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) accidents are reported to the HSE;
  - ensure adequate emergency procedures exist.
- **Operational Business Partners**  
Operational Business Partners shall:
  - advise academy Principals and academy staff on all matters relating to health and safety;
  - ensure that relevant academy teams such as site teams and catering teams are appropriately trained in health and safety matters;
  - ensure that Trust procedures for monitoring and documenting health and safety processes are implemented at each academy;

- provide equipment and articles for the academy that are suitable for their intended use, are correctly serviced and properly maintained. This includes the issue of appropriate protective clothing;
  - be available for liaison with contractors or their representatives undertaking any works on the academy site, to ensure the safety of all persons exposed;
  - ensure adequate first aid provision and accident reporting schemes are implemented.
- **Employees**  
The responsibility of applying safety procedures on a day-to-day basis rests with all employees. All employees must take reasonable care for their health, safety and security at work, and that of other persons who might be affected by their acts or omissions at work. They should maintain a reasonable awareness of Health and Safety at all times and have ongoing responsibility for the immediate reporting of any actual or perceived Health, Safety and Security problems. They must report immediately, or as soon as practicable, any defects noted with equipment, machinery or generally in the workplace. All accidents, near misses, ill health or dangerous occurrence must be reported. Employees are expected to cooperate with management in investigating such accidents or incidents.
- **Students**  
Students are expected to comply with Trust/Academy rules relating to general behaviour and take note of and comply with information provided for Health and Safety with regard to activities undertaken. In cases of emergency students must remain quiet, listen and follow instructions and information given to them by staff.

#### **4. Arrangements and procedures**

- 4.1. All staff and subcontractors must have the competence to undertake their work with minimum risks to health and safety, e.g. relevant qualifications, training etc.
- 4.2. All staff will receive an adequate induction of health and safety issues that affect them and the safe working practices that should be followed.
- 4.3. The Resources Director, in conjunction with the Operational Business Partners and academy Principals, will ensure the Health and Safety competence of all contractors on Trust premises.
- 4.4. Academy site teams will conduct regular tours of the site premises to ensure that Health and Safety issues are identified, assessed and managed. These tours will be supported by site walks by the Operational Business Partners and Health and Safety audit questionnaires sent to faculty and department heads at least twice per annum.
- 4.5. Systems will be in place via the site helpdesk for all staff to report Health and Safety concerns.
- 4.6. Monthly Health and Safety returns from each academy's site and catering team are reviewed by the Resources Director.
- 4.7. Action will be taken to prevent, reduce or control risk to an acceptable level and reduce the potential for accidents and incidents as appropriate.

## **5. Compliance**

- 5.1. Staff are required to report all accidents, incidents and near misses to drive improvement in our Health and Safety management. Any lessons learned from such events will be used to take corrective action to prevent reoccurrence where possible.
- 5.2. The Resources Director will actively report on the accident statistics and other Health and Safety performance to the AF&GP.
- 5.3. The Trust will engage and collaborate with any sub-contractors to ensure their:
  - Health and Safety capability
  - Health and Safety performance is monitored
  - work activities have minimal Health and Safety impacts on our work.
- 5.4. Health and Safety arrangements at all new academies joining the Trust are reviewed prior to opening by the Resources Director. Following this review, an action plan is produced for the COO, the academy Principal and the Operational Business Partner to implement.

## **6. Excellence**

- 6.1. The Trust will constantly encourage, develop, review and share Health and Safety good practice.
- 6.2. The Trust will assess the occupational health risks and will ensure that risks are communicated and action is taken to prevent, reduce or control occupational health risk as appropriate.

## **7. CCTV**

- 7.1. The Trust operates CCTV cameras across all of its sites. The objectives of the use of CCTV are:
  - to increase personal safety of staff, students and visitors;
  - to protect Trust buildings and assets;
  - to assist in managing each academy.
- 7.2. The CCTV system is registered with the Information Commissioner's Office (ICO) and is in compliance with data protection legislation and GDPR. The Trust and each academy within the Trust treat the CCTV system and all information including recordings obtained and used as data.
- 7.3. Cameras will be used to monitor activities within Trust buildings, car parks and grounds for the purpose of securing the safety and well-being of students and staff at each academy.
- 7.4. Recordings will only be made in accordance with the Trust procedures as documented in the Facilities Manual and will only be released in specific circumstances as documented in those procedures such as the investigation of a specific crime with a written instruction from the Police. The Trust Resources Director must be informed and approve any release of any recording externally.
- 7.5. Access to the CCTV system is limited to approved staff only as documented in the CCTV procedures.

7.6. CCTV data is stored for a specific time period only, currently a maximum of three months, after which time it is overwritten. Any extension to this timeframe for pieces of footage require the approval of the Trust Resources Director.

**8. Policy Review**

8.1. This policy will be reviewed by the Board of Trustees every 3 years or sooner if it is deemed necessary.