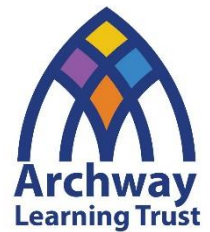


Health, Safety and Security Policy



Approved: March 2021
Review date: March 2024
Responsible Officer: Operations Director

Trust Ethos, Mission, Vision and Values



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



Working together, transforming lives

Contents

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

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

Where the word 'Advisory Board' is used it refers to the Academy Advisory Board (AAB) of an individual academy within the Trust.

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

The term 'Trust Executive Leadership Team' (ELT) is comprised of the Chief Executive Officer, Director of Education, Regional Director, Chief Finance Officer, Director of Corporate Affairs, Director of Operations, and Director of People Strategy.

Where the word 'users' is used it refers to staff, future staff issued with ICT access and/or hardware, AAB members, volunteers and regular visitors.

Where the phrase 'Senior Leader' is used, this refers to the ELT, Principals, Headteachers or Business Services Director within the Trust.

Where the phrase 'Principal' is used, this also refers to Headteachers.

Related Policies and Procedures

- Academy Health & Safety 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, as well as where the Trust is operating remotely, such as an employee working at home. 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 has ultimate responsibility for all aspects of Health and Safety at work and is responsible for ensuring that high standards of corporate governance are maintained. The overall aim is to ensure a positive Health and Safety culture is established and maintained and that all reasonable steps have been taken to reduce the possibility of accidents, or injury to staff, students or visitors. 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.

Operations Director

Supported by the Head of Resources, the Operations Director 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), 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 Principal is responsible and accountable for the implementation and compliance of this policy within their academy, ensuring that a positive Health and Safety culture is encouraged and developed within the academy, and that all staff and students understand their responsibilities and adhere to the Trust's Health and Safety Policy. 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 Health, Safety & Compliance Manager, take day to day responsibility for all Health and Safety matters in the operation of their academy; together with the Health, Safety & Compliance Manager, assess and control risks to Health and Safety within their academy.

Trust Competent Person

The Head of Resources has been appointed the role of competent person and is responsible for advice and overall strategies for health, safety and welfare with the Trust.

The Head of Resources will advise all personnel on their individual responsibilities with regard to Health and Safety at work. In particular they will:

- advise on interpretation of legal requirements;
- assist with strategy for the implementation of the policy;
- provide investigations of serious accidents;
- advise upon the visit of an enforcement officer;
- manage the Health, Safety & Compliance Manager and the Operations Manager, 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 Procedures are up to date and is reviewed at least annually;

Health, Safety & Compliance Manager

The Health, Safety & Compliance Manager will support Principals in the management of Health and Safety, and will ensure that adequate management systems are in place at each academy for Health and Safety.

In particular, they will:

- 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;
- Alongside Academy Managers, ensure adequate first aid provision and accident reporting schemes are implemented
- 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;

Heads of Department

Will support the Principal, via the Senior Leadership Team, to ensure that the policy is adhered to in their department or area of responsibility.

Teaching Staff/Support Staff

Responsible for the Health and Safety of all students under their control on or off site.

Site Managers

Site Managers are responsible for managing Health and Safety arrangements pertaining to buildings and grounds – including building works, maintenance and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella. In particular they shall:

- 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;

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 Head of Resources, in conjunction with the Health, Safety & Compliance Manager, the Operations Manager and Academy Principals, will ensure 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 checks will be supported by site audits carried out twice annually by the Health, Safety & Compliance Manager. In addition to this Health and Safety audit questionnaires sent to faculty and department heads at least twice per annum to complement our assessment of Health and Safety risk across the Trust.
- 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 Health, Safety & Compliance Manager.
- 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 Health, Safety & Compliance Manager 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 Head of Resources. Following this review, an action plan is produced for the Operations Director, the Academy Principal and the Health, Safety & Compliance Manager 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 Operations Director and Head of Resources 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 Operations Director.

8. Risk Assessment

We recognise that we have a responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks arising from activities are adequately managed.

We will comply with all relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes (HSG65) issued by the Health and Safety Executive.

In particular the following rules and procedures will be applied in relation to this area:

- We will implement a programme of hazard identification and risk assessment of all the Trusts activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons;
- All risk assessments will be fully documented and recorded;
- All risk assessments will be reviewed regularly;
- All risk assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment;

All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

Information and Training

All employees will be provided with relevant information regarding the risks to their health and safety as identified by the assessment, including information on the required control measures. Any additional training necessary in the use of safety equipment, personal protective equipment and clothing which may be introduced as a result of the risk assessment must also be provided. Employees involved in conducting risk assessments will be given appropriate training, and any additional information applicable to the particular working environment or activities that they may be assessing. Appropriate information will also be provided to non-employees regarding the results of risk assessments and subsequent control methods that may affect them.

9. Policy Review

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