



Endeavour Learning Trust

HEALTH AND SAFETY POLICY

POLICY VERSION CONTROL

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1. Endeavour Learning Trust Statement of Intent

Endeavour Learning Trust (ELT) is a small but steadily growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have three secondary schools and two primary schools, a Teaching School Alliance and a SCITT.

Our family ethos is tangible; we work as a team; we want the best for everyone. We are committed to ensuring the health, safety and wellbeing of our staff, students, contractors, visitors and others who may be directly affected by our activities. We strive to be the benchmark of health & safety good practice across all sectors in which ELT operates.

In accordance with ELT Governance: Schemes of Delegation, the Trustees will be accountable for:

- Instituting a health and safety policy
- Determining, on an annual basis, those policies which will be developed by ELT and mandatory for all ELT academies
- Making available to academies, on an annual basis, copies of all current policies and procedures and a schedule for their review, to review and update policies were allocated to the academy
- Checking that health and safety regulations are followed

Academies are responsible for:

- Ensuring that health and safety regulations are followed
- Implementing health and safety policies and procedures

In order to achieve this, our [Aims and Objectives](#) are:

1. Deploy an effective health and safety management systems are established and embedded throughout our organisation
2. For ELT schools to develop a Health and Safety committee
3. That suitable allocation of resources is provided to ensure effective health, safety and risk management
4. Maintenance of safe systems of work and safe plant and equipment
5. Provision of information, instruction, training and supervision as necessary
6. Identification and assessment of hazards and risks and the allocation of adequate resources to implement effective control measures
7. Provision of competent health & safety advice for all employees and associates
8. Joint consultation with employees on health & safety matters
9. Provide clear and regular communication around our health & safety performance

Mr David Clayton
CEO

Mr J Snowdon
Director of Estates and Operations

2. School Health and Safety Policy

At Endeavour Learning Trust, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance, and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment
- Preventing accidents and any work-related illnesses
- Compliance with all statutory requirements
- Minimising risks via assessment and policy
- Providing safe working equipment and ensuring safe working methods
- Including all staff and representatives in health and safety decisions
- Monitoring and reviewing our policies to ensure effectiveness
- Setting high targets and objectives to develop the school's culture of continuous improvement
- Ensuring adequate welfare facilities are available throughout our school
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable
- Safe arrangements for the handling, storage and transportation of any articles and substances
- Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner
- Where necessary, protective equipment and clothing, along with any necessary guidance and instruction

3. Responsibilities

3.1. Responsibilities of the Endeavour Learning Trust

Endeavour Learning Trust, in consultation with the Head Teacher, will:

- Ensure effective communication with Endeavour Learning Trust on matters of health and safety and provide assurances to the trust on a routine basis
- Ensure familiarity with the responsibilities and requirements of any appropriate legislation
- With support from Endeavour Learning Trust, create and monitor a management structure for health and safety in the school
- Ensure there is a policy for health and safety, and that the policy is implemented by all
- Periodically, with assistance from Endeavour Learning Trust, assess the effectiveness of the policy and ensure any necessary changes are made
- Identify key risks relating to possible accidents and injuries, and ensure they are adequately controlled, as to prevent them occurring
- Support with the development of emergency procedures and Critical Incident Plans.

3.2. Responsibilities of the Headteacher

The Headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors. The Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the heads of the appropriate departments and other members of staff.

The Headteacher will designate an Academy Safety Officer (ASO) who will implement day-to-day health and safety practices. The Headteacher will ensure appropriate communication with staff and will ensure the formation of a School H&S committee.

Relating to safeguarding to ensure that:

- Policies relating to evacuation and to the response to critical incidents are in place, in date and communicated within the Academy.
- Ensure that the Health and Safety Policy is communicated to all Heads of departments and other staff members,
- Ensure that they communicate other Health and Safety Policies to all appropriate members of staff.
- Ensure a Health and Safety Committee is set up within the Academy. This would include representation from the Senior Leadership Team, teaching and support staff.
- Records of medical incidents are kept and are available to view and that a sufficient number of colleagues are first-aid trained.
- Security arrangements regarding the academy's grounds, premises and facilities are fit for purpose.
- The Principal must ensure that all accidents, incidents and near misses are recorded, using the appropriate form.

3.3. Duties of the H&S Committee

The H&S Committee are tasked to:

- Be involved in the monitoring of health and safety training
- Be involved in the continuous monitoring of arrangements for health and safety
- Look at accident statistics, ill health for the academy and to monitor and review trends
- To be involved and assist the ASO with the actions of the health and safety audit reports/Fire risk assessments by ensuring the actions/recommendations of the report is implemented
- To ensure there is a process in place for reviewing of Risk Assessments

3.4. Duties of the Academy Safety Officer (ASO)

The ASO has delegated authority from the Headteacher but ultimate responsibilities rests with the Headteacher.

The ASO is tasked with:

- Giving sound competent advice to staff, the Headteacher, the board of governors and others as requested
- Ensuring adequate assessment and provision for visitors who may be impacted by our undertakings
- Assisting others in the production of suitable and sufficient risk assessments
- Ensuring adequate assessment and authorisation for educational visits and trips is made in advance
- Ensuring that accidents and incidents are appropriately recorded and investigated
- Providing regular benchmarking and assurance on the status and provision of health and safety within the school to the headteacher, board of governors and Endeavour Learning Trust
- Ensuring appropriate maintenance and testing of the fire alarm systems and fire safety management systems (which includes relevant weekly and termly checks)
- Alongside the headteacher, being a figurehead and champion for health and safety within the school
- Ensure internal audits take place within the school especially in Design and Technology, Science and Physical education.

3.5. Duties of Site Managers/Supervisors

- Site Managers or Supervisors advise the ASO of information relating to site related health and safety management. They provide support and advice to the ASO and Health and Safety Committee.
- Site Managers/Supervisors will undertake periodic health and safety audits to ensure the site they are responsible for, are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc are up to date and fit for purpose.
- Site Managers/Supervisors will formalise the on-site communication of health and safety matters with contractors. They will ensure all remedial actions from the audits are closed out in a timely manner and seek support from the central Estates team for further guidance, if required.

3.6. Duties of Heads of Faculty, Heads of Department and other managers (Supervisory Staff)

- Supervisory Staff will be familiar with the requirements of health and safety legislation and their personal responsibilities as a person who is directing and supervising staff
- In addition to general duties, supervisory staff will be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher
- Supervisory staff are responsible for adhering to the aspects of health and safety that are outlined in their job descriptions
- Supervisory staff will take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements

3.7. Duties of all members of staff

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work
- Cooperate with their employers on health and safety matters
- Carry out their work in accordance with training and instructions
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment
- Use the correct equipment and tools for the job and any protective clothing supplied
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate
- Report any defects in equipment or facilities to the designated academy safety officer
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate
- Exercise good standards of housekeeping and cleanliness
- Adhere to their common law duty to act as a prudent parent (*loco parentis*) would when in charge of pupils

3.8. Obligations of contractors

When the school is used for purposes not under the direction of the principal, then, subject to the agreement of the school, the principal person in charge of the activities will take responsibility for safe practice in the areas under their control. The building and general responsibilities for on-site health and safety remain with the principal, as the primary occupier.

Contractors working on the school premises are required to identify and control risks arising from their activities and to share this information with the school in advance of work starting. Contractors will inform the principal or ASO of all potential risks to staff, pupils and visitors.

3.9. Students

Students will:

- Exercise personal responsibility for the health and safety of themselves and others
- Dress in a manner that is consistent with safety and hygiene standards
- Respond to the instruction of any member of staff, given in an emergency
- Observe the health and safety rules of the school
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety

4. Local Arrangements

This section includes a range of hazards, for which the academy will ensure suitable arrangements are in place to minimise the risk, as far as is reasonably practicable. Below is a summary and additional policies, and procedures or guidance must be implemented to minimise risk.

4.1. Asbestos Management

Endeavour Learning Trust will take all necessary steps to avoid the possibility of uncontrolled release and exposure. The arrangements in place will be in accordance with statutory guidance and advice.

4.2. Water Safety (legionella)

Sources of risk from legionella on the site should be identified and all necessary steps taken to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.

4.3. Fire Safety

In line with the Regulatory Reform (Fire Safety Order) 2005, appropriate procedures for ensuring that safety precautions are properly managed will be put in place. These procedures will include fire drills, the appointment of designated fire marshals, and the provision and use of fire extinguishers. A fire risk assessment will be undertaken and implemented for the premises. A premises information grab bag will be maintained, as to provide critical information to the emergency services.

The evacuation procedure will be prominently displayed. All staff must be fully conversant with the procedures for evacuation of the premises in cases of a fire and other emergencies. Evacuation procedures will be tested termly and will be timed. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for. All fire-fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points, and records maintained. All emergency lighting will be tested six-monthly and records maintained.

4.4. Lockdown

Each academy carries out a simulated lockdown exercise for the whole school at least once a year. Training to be provided to all staff the procedure and its purpose explained to the students. This will be led by the Headteacher with support from the SLT, Operation Manager and Site Manager/Supervisor.

4.5. First Aid

First aid can save lives and prevent minor injuries becoming major ones. Under Health and Safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The ASO is tasked with ensuring adequate assessment and provision of first aid facilities.

4.6. Accident Reporting and Investigation

All accidents, incidents and near misses involving staff, students and visitors will be reported to the Headteacher and ASO. Headteachers and ASOs will use the reports to monitor accident trends across the academy, and to inform decisions on any further investigation to be taken following an accident/incident/near miss.

Accident/Incident reports are only required if medical treatment is required or the incident is considered a near miss which may have resulted in a more serious injury.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, certain accidents must also be reported to the Health and Safety Executive. The responsibility for reporting rests with ASO, who will share this information back to academy.

All accidents, will be investigated in a manner which is proportional to the event, and the findings recorded.

4.7. Risk Assessment

In accordance with The Management of Health and Safety at Work Regulations (MHSWR) 1999, suitable and sufficient risk assessment will be made for all workplace activities. These assessments will be signed and authorised by a responsible manager. Risk assessments will be reviewed on a regular basis, or when the work activity changes; whichever is soonest. Staff will be made aware of any changes to risk assessments relating to their work.

Areas where risk assessment shall be carried out include (but are not limited to):

- Control of Substances Hazardous to Health (CoSHH)
- Manual Handling
- Design and Technology
- Science
- Physical Education
- Working at Height
- Working in Confined Spaces
- Lone Working
- Display Screen Equipment (DSE)
- New and expectant mothers
- Young persons working
- Educational visits (through Evolve)
- Stress

4.8. Safe Systems of Work (SSoW)

To ensure some types of work (such as working at height or working in confined spaces) are carried out safely, safe systems of work will be prepared, detailing how the work should be carried out. These will be used along with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

4.9. Work Equipment

In accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). It applies to all work equipment including mobile and lifting equipment, hand tools, ladders and applies to all workplaces and work situations where the Health and Safety at Work Act 1974 applies.

4.10. Hazardous materials

Hazardous materials must be used and stored in accordance with the risk assessment and SSoW. It is important to ensure that materials are stored in a suitable and safe location that is not accessible by pupils.

4.11. Driving for work

Those who drive for work (including the use of academy mini-buses and any hire cars) must ensure they are authorised to drive on behalf of the academy. Copies of driving licences will be taken and the academy must be notified of any offences, penalty points or disqualifications. The academy will produce a risk assessment for driving which must be adhered to.

4.12. Health

Ensuring the health of our staff is important to us, we will ensure adequate provision for the health and wellbeing of our staff. Staff members who have health conditions that could impact on their work or health at work, are asked to confidentially inform the academy, who can then ensure adequate personal risk assessment.

4.13. Educational Off-Site Visits

For the planning and process of all off-site visits, refer to ELT policy and guidance documents for off-site visits. All Academies should be using the appropriate EVOLVE systems.

4.14. Information and Training

Health and safety induction training will be provided and documented for all new employees and the requirements of this policy will be brought to their attention. Principals, with the support of the ASO are responsible for identifying individuals or groups who require training and for ensuring adequate provision. Training records will be kept by the Academy and regular refresher training provided.

Each member of staff is responsible for bringing to the attention of their departmental line manager their own personal needs for training. Employees have a responsibility not to undertake duties unless they are confident, they have the necessary competence and training

4.15. Contractors, Visitors and Third parties

All contractors, visitors and third parties must report to reception, where they will be asked to sign the visitor register. All contractors, visitors and third parties should be made aware of relevant health and safety procedures. No contractor may undertake work on site without permission from the Headteacher or ASO. Permits to work will be issued prior to high risk works (e.g. work involving electricity, water, working at height)

Contractors are responsible for the health and safety of their employees and for their safe working practices. Contractors will be required to assess the risks to anyone who might be affected as a result of their work.



Appendix 1

Current Postholders and Responsible Individuals

Date Completed / Reviewed	
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Role	Name of Responsible Person
Headteacher	
Academy Safety Officer	
Health and Safety Committee Members	
Heads of Faculty	
Person Responsible for Estate and Facilities	
Persons (s) with duties for fire safety (Marshalls)	
Person(s) with duties for first aid arrangements	