



LEARNING

FOR LIFE

TRUST

# Health & Safety

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## Introduction

The Learning for Life Trust (the Trust) recognises and accepts its legal and moral duties to provide for the health, safety and wellbeing of its employees, students/pupils and any other person affected by our activities both at school and during off-site visits. As the employer, the Trust retains overall responsibility for ensuring that suitable health and safety management systems are in place and for establishing suitable systems within our schools at a strategic level. This policy is designed to explain how the Trust manages Health & Safety across its schools.

## Appointed Consultants

The Trust appoints Kym Allan Safeguarding, Health and Safety Consultants Ltd. (KAHSC) as the 'competent person' to provide support, advice and guidance to our schools on health, safety and welfare issues for both health and safety in school and for educational visits approval and notification. The Trust and its schools will access their expertise and guidance as required in the first instance.

## Trust Commitments

Our health and safety performance contributes to each schools' overall performance by helping to reduce injury, ill health, losses and liability, and we view our health and safety responsibilities as equally important to everything else we do. We are committed to continuous improvement in our health and safety performance and will ensure that sufficient resources are made available to achieve this.

We will ensure, so far as is reasonably practicable, that we provide safe premises and working environments, safe equipment and substances, safe activities and systems of work. We will provide suitable information, instruction, training and supervision to ensure we achieve and maintain excellent levels of health and safety.

Legal compliance in all areas is deemed to be the minimum standard to be attained. We will establish suitable arrangements to deal with emergencies and school security. Suitable and sufficient risk assessments will be used as a tool throughout our schools' activities to ensure that health and safety arrangements are suitable.

Everybody is expected to play their part and we recognise that, for health and safety management to be successful, all parties must be actively involved. People are our key resource, not only our employees, but also the Local Governing Board, parents/carers, students/pupils, volunteers, contractors and any partner organisations we work with.

To help ensure the active involvement of all parties, effective communication and consultation arrangements will be established through regular Local Governing Board and staff meetings, and through other arrangements including induction, health and safety noticeboards, and contractor control procedures.

We will employ other methods to communicate our policy and arrangements as we deem appropriate.

## School/Headteacher Responsibilities

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with each school Headteacher.

Each school is represented by at least one trained Health and Safety Coordinator (IOSH Trained), nominated by the Headteacher, and empowered to act on their behalf. The Headteacher will ensure that the Local Governing Board and KAHSC are kept informed of accidents and any other relevant health and safety issues, and that competent health and safety advice is sought where required.

The Headteacher will appoint others to specific roles and will delegate tasks (following completion of appropriate training) which help to support each school's health and safety arrangements. Each school's specific organisation arrangements are detailed in their school level health and safety policy, which includes details of persons undertaking specific health and safety roles.

Each school will prepare a Health and Safety Action Plan for monitoring improvement, which will be used as a working document, kept under regular review, and will prepare further written documentation to support this Policy which will describe the specific arrangements made for health and safety.

Wherever possible, schools will benchmark performance against available data and seek to achieve continual improvement in performance. Health and safety performance will be documented as part of each school's Annual Health and Safety Management Review and regularly reported through the local governing board.

Staff throughout each school have responsibility not only for their own health and safety but also for that of any students/pupils or others under their control. All employees are expected to cooperate and to contribute towards meeting excellent health and safety performance in all school activities.

Whilst adopting excellent health and safety standards is viewed positively and contributes to the overall performance of each school, failure to adopt adequate procedures will be taken very seriously. In order to ensure schools are achieving adequate health and safety standards, the following activities are to be performed and reported:

- Full audits conducted by KAHSC Ltd (every three years).
- Periodic (termly) monitoring of health and safety arrangements by the Local Governing Board and nominated staff.
- Regular inspection of our equipment and premises.
- Monitoring of accident and work related ill health data (*levels of work related accidents and ill health are deemed to be an indicator of management control and not necessarily the fault of individuals*).

Health and safety performance will be provided in regular updates, prepared by the Headteacher or nominated person, to the Local Governing Board with interim updates provided where deemed appropriate. These reports will be viewed by the CEO/Trust Board (or link Trustee) on a regular basis.

This Statement of Policy on health and safety at work is made in accordance with section 2 (3)\* of the

Health and Safety at Work Etc. Act 1974 and represents a summary of the Trust's organisation and arrangements.

This statement and each school's documented arrangements will be made freely available to all staff and other interested parties on request.

*\*"Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees."*



## Appendix 1 – Health & Safety Schedules

### Every 3 Years

Activity	Lead	Monitor	Review
Full external KAHSC Audit (School Level)	Headteacher/Nominated H&S Lead	LGB	Trust Board
Review of Trust Level Policy	Chief Executive	Trust Board	Trust Board

### Annual

Activity	Lead	Monitor	Review
Appointment of KAHSC	CFO	CEO	None
Review of H&S Action Plans	Headteacher/Nominated H&S Lead	LGB	CEO (Report to AFR Committee)
Review of School Level Policy	Headteacher/Nominate H&S Lead	LGB	CEO (Report to AFR Committee)
School site tour, review & report	Headteacher/Nominate H&S Lead plus Link Governor	LGB	CEO (Report to AFR Committee)

### Termly

Activity	Lead	Monitor	Review
KAHSC Termly Audit Programme	Headteacher/Nominate H&S Lead	Nominated LGB Link	LGB (Link Trustee – Minutes) KPI Reporting to AFR
Headteacher Report/LGB H&S Updates	Headteacher/Nominate H&S Lead	Nominated LGB Link	LGB (Link Trustee – Minutes)

### Ongoing Operational implementation of H&S Procedure

Activity	Lead	Monitor	Review
Implementation of operational policy detail	Headteacher/Nominate H&S Lead	Nominated LGB Link	LGB (Link Trustee – Minutes)
Equipment Inspections	Headteacher/Nominate H&S Lead	Nominated LGB Link	LGB (Link Trustee – Minutes)
Staff H&S Training Programme	Headteacher/Nominate H&S Lead	Nominated LGB Link	CEO (Report to AFR Committee)