



Mater Ecclesiae

Catholic Multi Academy Trust

'One Family in Christ'

HEALTH AND SAFETY POLICY - Statement



This document has been approved for operation within:	All Trust Establishments		
Policy Status	Statutory		
Approved by:	Full Trust Board		
Owner:	CEO		
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Amendments since last review	<p>This policy replaces in full the previously approved policy</p> <p>Amendments:</p> <ul style="list-style-type: none"> • Pupil H&S expectations • Contractor H&S expectations 		

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1. Introduction

- 1.1 The Board of Directors at Mater Ecclesiae Catholic Multi Academy Trust (the term “Trust” refers to the Mater Ecclesiae Catholic Multi Academy Trust throughout this policy) holds the overall responsibility for Health, Safety and Welfare for all employees. The Trust recognises that decisions about Health and Safety should take into account all stakeholders and that there is commitment to engage with its stakeholders to improve Health and Safety standards.
- 1.2 The Trust will support its schools by ensuring clearly defined policies, processes and procedures are in place. They will be consistently applied across the Trust and they will focus on the key risks and the measures to be implemented to control or reduce those risks.
- 1.3 Although overall accountability for Health and Safety lies with the Trust, individual school-based responsibility for Health and Safety is delegated to each respective Head Teacher, who will also delegate actions to other staff members within school. This policy sets out the Roles and Responsibilities of those staff members who
- 1.4 The Health and Safety policy will be embraced by all stakeholders within the Trust.

2. Statement of Intent

- 2.1 Mater Ecclesiae Catholic Multi Academy Trust will fully meet its responsibilities under the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and any other Health and Safety legislation. The Trust will so far as reasonably practicable, provide and maintain a safe and healthy working environment for all of its employees, pupils and visitors. The Trust will also accept the responsibility for the Health and Safety for those who enter or use Trust premises.
- 2.2 The Trust will assess the risks to the Health and Safety of its staff, pupils and visitors that will be affected by the Trust’s overall actions.
- 2.3 The Trust will take the necessary steps to ensure compliance is met with all Health and Safety legislation.
- 2.4 There is an expectation that all staff, pupils and visitors will co-operate in complying with Health and Safety legislation and take care of both themselves and others within the workplace. All staff, pupils and visitors will also be expected to follow instructions to ensure high standards of Health and Safety are maintained across the Trust at all times.
- 2.5 The Trust is fully committed in providing the relevant information, instruction, supervision and training to all of its staff, pupils and visitors when necessary to do so.
- 2.6 Resources will be in place to fully implement this policy to all who it concerns, this including access arrangements for all Health and Safety competent persons.
- 2.7 The Trust will communicate its management of Health and Safety arrangements to all of its employees and will provide updates where changes occur. Effective consultation will take place with all employees on all Health and Safety matters and the Trust will make individuals aware of their responsibilities before they are delegated to them.

- 2.8 An annual review of this Health and Safety policy will take place to ensure all aims and objectives are being fully met. The policy will also be evaluated to ensure it fully captures industry wide Health and Safety updates, change in circumstances or incidents that have occurred across the Trust.

3. Aims

The Trust aims to ensure that so far as is reasonably practicable it will:

- work towards the prevention of occupational injury or ill health to all involved in or affected by the Trust's activities
- ensure that those using the Trust's premises are not subjected to unacceptable risk as a result of activities of those working for the Trust
- actively manage Health and Safety, and to encourage constant awareness amongst all employees with regards to Health and Safety
- Ensure that contractors and agents on the Trust's premises are aware of and work towards the standards set out in policies.
- Maintain an annual formal review of achievement of those objectives and to implement improvements where necessary to enable them to be met
- Co-operate fully in the appointment of Safety Representatives and to provide such facilities and assistance as they may reasonably require to fulfil their functions.
- Develop and maintain a proactive Health and Safety culture and set standards for continuous improvement in matters of Health and Safety.

4. Roles and responsibilities

All employees of the Trust are expected to comply with this policy statement and keeping each other and those in their care safe. The following section sets out the responsibilities of Boards, Committees, individual roles and cohorts of staff:

4.1 Board of Directors

The Board of Directors of the Trust will ensure that:

- An effective Health and Safety policy and culture operates across the Trust.
- Sufficient funding is allocated for health and safety.
- Health and safety is a standing item on all agendas.
- An annual health and safety report is published.
- A positive health and safety culture is established and maintained.
- Approve the Trusts Health and Safety Policy in line with the Scheme of Delegation.

4.2 Chief Executive

The Chief Executive of the Trust will:

- Appoint or delegate the appointment of a Competent Person for the Trust and ensure that competent persons are nominated to implement and meet the requirements of any relevant Health and Safety legislation.
- Ensure that adequate monitoring of Health and Safety standards is undertaken.
- Ensure that there are the appropriate Health and Safety policies and procedures in place for the Organisation.
- Report to the Board on Health and Safety incidents as agreed and annually identifying trends in incidents and citing improvements made to prevent future occurrences.
- Report immediately to the Board of Directors any event that requires a report to the Health and Safety Executive or that results in the service of a legal notice on the school alleging a breach of fire or health or safety law or regulations.

4.3 Local Governing Board

Local governing bodies will play a key role working in collaboration with schools and the Trust to support exceptional Health and Safety practice and management. They will:

- Support the Headteacher in developing a positive health and safety culture
- Ensure that accidents and incidents are monitored by the Local Governing Board
- Report any event that requires a report to the Health and Safety Executive or that results in the service of a legal notice on the school alleging a breach of fire or health or safety law or regulations to the Chief Executive

4.4 Competent Persons

Competent persons are defined as people with sufficient training and experience or knowledge and other necessary qualities to enable them to apply the provisions of Health and Safety legislation. Appropriate training will be given to enable them to fulfil this role.

Other persons who are competent to assist are:

- Health and Safety Officer from the Trust or SLA provider
- Any other employee who has received appropriate training in a specific or relevant area.

4.5 Trust Head Teachers (and their appointed H&S Deputies) will:

- The Headteacher is responsible for the implementation and management of health, safety and welfare within the school.
- Complete and manage the MECMAT School Health and Safety Policy
- Be familiar with the content of the Trust Health and Safety Policies, the Health and Safety at Work Act 1974 and other Health and Safety legislation and policies affecting their area of work.
- Allocate resources to enable the requirements of this policy to be fulfilled.
- Ensure responsible persons within schools carry out their Health and Safety duties and responsibilities.
- Ensure that all hazards within their area of responsibility are identified.
- Carry out risk assessments to the health and safety of employees and other persons who may be affected by the work activities. Ensure that risk assessments are correctly recorded and that control measures are implemented.
- Involve relevant employees in the risk assessment process. Ensure that the necessary control measures identified during the risk assessment process are implemented.
- Monitor and review all risk assessments according to the level of risk identified.
- Ensure that all works undertaken within their area of control take into account the health and safety of any person likely to be affected by such works, including employees and non-employees.
- Ensure that all employees working within their area of responsibility, whether permanent or temporary, are given adequate safety information, instruction and training to enable them to reach a minimum level of competence to carry out their work without undue risks to themselves or others.
- Attend training as directed and all briefings in respect of matters of Health and Safety, and act upon the information, instruction and training given.
- Provide local Health and Safety information, instruction and training to supplement any other Health and Safety induction received by new employees.
- Ensure that all employees receive briefings in respect of identified risks and control measures.
- Ensure that all employees follow the policies and procedures set out in this document.

- Operate reporting procedures for hazards, risks and incidents.
- Ensure that equipment is properly used and that a system of reporting defects is maintained.
- Stop any work where they consider there is imminent risk.
- Ensure that adequate monitoring of Health and Safety standards is undertaken.
- Ensure that all incidents (accidents, near misses, violence and aggression) are reported, investigated properly as per Trust direction and actions taken to avoid recurrence.
- Ensure all that incidents (accidents, near misses, violence and aggression) are reported to LGB/Trust level as per Trust direction.
- Ensure that all RIDDOR events are reported in line with legislation and directly to the CEO of the Trust.
- Ensure that safe working practices are followed, and if necessary written instruction is given to employees.
- Inspect and monitor the operations and activities under their control, in accordance with this Policy, and take necessary remedial action.
- Take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- Seek appropriate advice on Health and Safety matters from a competent person.
- Demonstrate commitment by taking a proactive approach in Health and Safety matters.
- Monitor and review the effectiveness of this policy within their school.
- Be aware of statutory Health and Safety requirements sufficient to discharge these duties.
- Discuss any actions required with regard to Health and Safety concerns raised by any person within the premises.
- Support at all times the intent of this policy to secure the Health and Safety of employees and others.
- Ensure that everything required is uploaded to the iAM Compliant system as per Trust direction

4.4 Trust Health and Safety Lead (Estates Lead) will:

- Demonstrate commitment by taking a proactive approach in Health and Safety matters, ensuring that Health and Safety is a standing agenda item at meetings.
- Ensure responsible persons within schools carry out their Health and Safety duties and responsibilities.
- Ensure that all hazards within their area of responsibility are identified.
- Ensure that risk assessments are carried out and appropriate control measures implemented in their area of responsibility
- Ensure that all risk assessments are recorded, tracked, monitored and reviewed according to the level of risk identified.
- Ensure that all works undertaken within their area of responsibility take into account the health and safety of any person likely to be affected by such works, including employees and non- employees.
- Allocate resources to enable the requirements of this policy to be fulfilled.
- Ensure the effective use of resources are available to achieve Health and Safety objectives. To bring to the attention of the Trust any inadequacy in the allocated resources.
- Monitor and review the effectiveness of this policy.
- Be aware of statutory Health and Safety requirements sufficient to discharge these duties.

- Discuss any actions required with regard to Health and Safety concerns raised by any person within the premises.
- Support at all times the intent of this policy to secure the Health and Safety of employees and others.
- Support schools in appointing appropriate Health and Safety consultants and liaise with them how best to support the schools.
- Support the schools in ensuring schools have all the relevant and up to date advice for Health and Safety.
- Undertake reviews and audits in the schools to ensure compliance and support future improvements – especially in relation to Risk Assessments.
- Support schools with iAM Compliant to ensure that the system is used effectively to support the Health and Safety of all in the school communities.
Support the school in ensuring CDM2015 Regulations are carried out for any building works.

Training:

- Ensure that procedures are in place for all employees, Governors and visitors to receive necessary Health and Safety training, and in particular to ensure that detailed Health and Safety information, instruction and training is given to all new employees.
- Ensure that Health and Safety training needs are identified for all employees within their area of responsibility.
- Ensure that employees attend safety training identified as being necessary, including induction training.
- Attend training as directed and all briefings in respect of matters of Health and Safety, and act upon the information, instruction and training given.

Reporting and Compliance

- Ensure that incidents e.g. accidents, near misses, violence and aggression are recorded by the Trust's reporting procedures, investigated and take actions to avoid recurrence.
- Oversee the implementation of the Trust's Health and Safety Policies.
- Actively support the Schools with their allocated responsibilities.
- Take appropriate action under established disciplinary procedures for any employee failing to comply with their duties, responsibilities or safe working practices as laid down in policies and procedures.
- Support at all times, the objectives of the Trust's Health and Safety policies.
- Ensure that all employees in the Trust are aware of and undertake their duties and responsibilities with regard to Health and Safety.

4.5 All Trust employees will:

- Stop any activity if they have concerns over safety
- Be familiar with the Trust's Health and Safety Policies and any other policies affecting their area of work.
- Ensure that they have knowledge of the risk assessments held within their school and how to access them.
- Assist as required with the compiling and carrying out of risk assessments, completing any mitigating actions required under them. Report immediately to the Trust or Headteacher

any matter that they consider presents a risk to the health and safety of anyone who may be affected by the activities being undertaken.

- Attend training as directed and all briefings in respect of matters of Health and Safety, and act upon the information, instruction and training given.
- Report to the Trust if for any reason instructions on Health and Safety cannot be implemented.
- Cease work where there is imminent danger of harm, and to report immediately to their manager.
- Use all plant, equipment, personal protective equipment and clothing in a safe manner and in accordance with instructions provided.
- Report defects in accordance with established systems. To report anything where maintenance or repair is necessary.
- Report lost or damage to personal protective clothing and equipment, in accordance with established systems. To report anything where maintenance, repair or replacement are necessary.
- Co-operate with health surveillance where a formal system has been identified as necessary.
- Not to interfere with or misuse anything provided for health, safety or welfare.
- Seek and offer advice as appropriate to improve Health and Safety performance.
- Behave in a manner at all times so as not to put themselves or others at risk.
- Assist in the identification of Health and Safety training needs and the delivery of training.
- Share good practice in applying this policy making sure that failures to apply this policy are brought to the attention of their line manager.
- Report instances where enforcement notices are issued by the Health and Safety Executive or Fire Authority to the Headteacher or Trust as appropriate.
- Report any serious incident, including 'near misses', which could have resulted in serious injury.
- Take appropriate action where, in his/her opinion, there is imminent risk of injury or ill health to any person. Such action may include the closure of premises or part thereof or the giving of instruction to cease activities.

4.6 Pupils will:

While Trust staff carry the main responsibility for health and safety provision and the correct implementation of policy and procedure, it is vital that pupils understand their role and responsibilities when it comes to whole-school and personal health and safety, in order for staff to be able to carry out their roles effectively. As members of the Trust community, and allowing for their age and aptitude, pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety
- Behave sensibly around the academy site and when using any equipment
- Report health and safety concerns or incidents to a member of staff immediately
- Act in line with the school code of conduct/school behaviour policy.

4.7 Contractors will:

All Contractors working on Trust premises or elsewhere on their behalf are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce, and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement.

5. Training

5.1 The Trust will support arrangements that all employees are provided with adequate Health and Safety training in line with their roles outlined earlier within this policy and any additional local arrangements requested by the Headteacher.

5.2 Employees are required to attend Health and Safety training where it is identified as necessary. Employees must co-operate with their employer by attending training as directed. The identification of training needs will be as a result of:

- Mandatory training
- Risk Assessments
- Monitoring Activities
- The occurrence of accidents and incidents
- New or updated Health and Safety legislation
- Updated information and technology
- New procedures or changes to existing procedures
- Where appropriate, the use of new technologies to support training will be used.

6. Policy Review

This Health and Safety Policy will be reviewed in accordance with normal consultative procedures.

7. Related Policies and Procedures

- Whistleblowing Policy
- School Healthy and Safety Policy template
- Accident, Incident and Ill-Health Recording, Reporting and Investigation Policy