



The  
**MAST**  
 Academy Trust

This master policy has a supporting document: *school responsibilities – policies*.

<b>Policy</b>	Health and Safety Policy	
<b>Owner</b>	The Mast Academy Trust Executive Administrator	
<b>Date approved</b>	17 <sup>th</sup> March 2022	
<b>Approver</b>	Trust Board Audit Committee	

<b>Current version</b>	V5.0
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<b>Next review due</b>	Spring 2023
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<b>Objective of Policy</b>
To provide guidance on the policy and processes for all aspects of health and safety.

Version Control	
Version Number	Summary of amends from previous version
2.0	Annual review, update to accident form image, front cover updated.
3.0	Update to align with scheme of delegation

4.0	Full review and remodel of policy
5.0	Annual review; minor wording adjustments for grammatical errors.
Sign off requirements	
Approvers	Position
Audit Committee	Trust Board
Reviewers	Position
Sarah Walters	TOO The Mast
Philip Marshall	Audit Committee

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## **1.0 Introduction**

This is The Mast Academy Trust's over-arching Health and Safety Policy which must be implemented and adhered to in each School within the Trust.

This document includes the Statement of Intent and organisational structure relating to health and safety roles and responsibilities and the methodology by which the Trust will achieve a safe working environment for staff, students, visitors and other users of its sites.

Distribution

The Mast Academy Trust – Collaborative Team  
Birdsedge First School  
Kirkburton Middle School  
Scissett Middle School  
Shelley First School

## **1.1 Statement of Intent**

The Trustees, Governors, Headteachers and staff at each School are committed to providing a safe, healthy and statutory compliant environment for all users of their school.

The Local Governing Body and Headteacher at each School are responsible for the implementation of the Health and Safety Policy and for the arrangements and procedures which will ensure, as far as is reasonably practicable, the health, safety, welfare and security of staff and students, and the health, safety and security of contractors and visitors to the School.

The Local Governing Body delegates to the Headteacher of each School the responsibility to develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under:

- The overall supervision of the Headteacher; and
- To fit within and comply with the overall Trust policy and procedures

### **Health and Safety Aims of the Trust**

- To ensure that each School is considered as a safe, healthy and compliant place in which to work and study.
- To provide plant, equipment and safe systems of work that minimise the risk to health as far as is reasonably practicable.
- To raise awareness among all users of each School as to their responsibility for managing the health and safety of themselves and others.
- To ensure appropriate information, instruction, training and supervision is provided, to enable all employees to avoid hazards and contribute positively to their own and the health and safety of others whilst at work.
- To ensure the dissemination of all relevant information from relevant bodies and organisations to the correct user(s).

- To regularly monitor and review safety procedures throughout each School.
- To create, maintain, update and communicate a central repository of relevant health and safety information.

The Trust's vision for our pupils, staff and Schools is defined by a set of key principles; principles that when united reveal our overarching vision. As individual Schools and as a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

These key principles can only be fully realised within a physical environment that is both a safe and a healthy place to work and study. This in turn can only be brought about by the dedicated co-operation of all within the Trust. Health and safety at each School is an area where Governors, Headteachers, staff, safety representatives and parents share common objectives. It is vital that all Schools understand each other's duties, functions and responsibilities as well as their own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in each School can be achieved. At The Mast Academy Trust we believe that everybody is responsible for the Health and safety of others and we will work together to achieve this aim.

Approved by:

Philip Marshall  
Chair of Trustees

## **2.0 The Health and Safety Management System Framework**

The successful management of health and safety at each school is a key priority of the Trustees, Headteacher, senior leaders and the Governing Body. The Trust health and safety management system and this Health and Safety Policy document demonstrate:

- Clear commitment to the safety and well-being of employees, students, visitors and other users of each School; and
- Compliance with legal requirements; and
- The upholding of the Trust's reputation for looking after the health, safety and wellbeing of its people.

Those responsible for health and safety within the Trust (see Appendix A for organisational structure and the Policy Procedures document) will devise and develop appropriate procedures and systems with the support of and access to information provided by our external health and safety advisors and our Collaborative Team, which support the key principles contained within the Health and Safety Executive (HSE) document HSG65 of Plan, Do, Check, Act. This will ensure that each School:

- Achieves a realistic balance between the documented systems which have been implemented and the physical behaviours of leaders and staff.
- Treats health and safety management as an integral part of good management generally, ensuring we clearly demonstrate a sustained and systemic approach to health and safety management.

## **3.0 Responsibilities**

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in each School. The individuals and groups identified below are expected to have read and understood the Trust's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

The Trust is legally accountable for compliance with health and safety legislation. The Governing Body shares with the Academy Trust overall responsibility for health and safety. The Governing Body and the Headteacher must comply with any direction given to them by the Trust concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

### **3.1 The Board of Trustees will:**

- Appoint a Trustee with responsibility for health and safety.
- Provide strategic direction in the importance of health and safety across the organisation
- Approve key performance indicators for health and safety (for review by the Trust's Audit Committee).
- Review all reported trust approved health and safety key performance indicators to make sure practice is reviewed and updated if necessary.
- Delegate responsibility for reviewing health and safety to the Trust's Audit Committee.

### **3.2 The Trust (through the Trust Operations Officer) will:**

- Co-ordinate the distribution of the Health and Safety Policy to each school and its Governing Body.
- Facilitate a site management team meeting including representatives from the Schools in order to co-ordinate action for implementation of procedures and good practice relating to health and safety. This will meet regularly, generally half termly, to review actions and plan for the future.
- Provide a health and safety system for the Schools that can be used to monitor accidents, deliver and record training and store key health and safety documents.
- Appoint independent auditors to provide monitoring, periodic checking, advice and report on compliance with this policy and any relevant legislation.
- Provide annual training for Headteachers.
- Maintain a training record through a central health and safety system.
- Provide oversight of the Schools, through the Trust Site Manager, to ensure that training and compliance with the Trust's Health and Safety Policy are managed at each School.
- Report Key Performance Indicators (KPIs) on a half termly basis to the Trust's Audit Committee and School Leaders.

### **3.3 The Governing Body will:**

- Receive regular summary health and safety reports
- Appoint a member of the Governing Body who has a specific responsibility for ensuring that it is fully briefed on health and safety in the School. Know and understand the Trust's health and safety risk management framework and consider emerging risks
- Support the Headteacher in ensuring health and safety has a high profile.
- Review on a periodic basis, all accidents and incidents reported to identify trends as per the half termly Key Performance Indicator Report.

### **3.4 The Headteacher will:**

- Develop a health and safety culture throughout the School.
- Following the annual audit, ensure actions are monitored and progressed against items reported to the Governing Body.
- Have responsibility for the day-to-day management of all health and safety matters in the school in accordance with the Trust's Health and Safety Policy. This may be carried out through delegated responsibility to key members of staff.
- Ensure staff are aware of their responsibilities.
- Update Governing Body members by sharing audit reports.
- Ensure action is taken on health, safety and wellbeing issues.
- Pass on information received on health and safety matters to the appropriate people.
- Review accident investigations.
- Draw up health and safety procedures within the School in line with the Trust's Policies & Procedures.
- Ensure regular workplace inspections are carried out.
- Submit audit reports to the Governing Body.

- Identify and facilitate staff training needs in line with the Trust training plan, including any statutory training requirements.
- Ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure all new staff receive health and safety training at induction and ongoing as required.
- Monitor effectiveness of procedures.
- Ensure the School has relevant and sufficient risk assessments in place.
- Ensure the School's statutory documentation is kept up to date and available for inspection.
- Contact the Chief Executive Officer or Chief Finance Officer immediately if a health and safety incident occurs that is of a serious nature or fatal.

### **3.5 Staff with special responsibility:**

- Specific staff at each School have special responsibility and will work with the Trust Site Manager to ensure robust local health and safety practice. (See Policy Procedures document for details of personnel responsible)

These job holders will be responsible for:

- The local arrangements to ensure the effective control of risks within the specific areas under their control and as delegated by the Headteacher.
- The coordination of health and safety procedures in their own School, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- The local arrangements for the purchase, inspection and maintenance of equipment and its specification; and for establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety.
- Resolving health, safety and wellbeing problems referred to them by members of their staff or referring to the Headteacher or line manager any problems they are unable to resolve within the resources available to them.
- Ensuring that risk assessments are carried out when necessary and reviewed following a significant change or if an incident has occurred. All risk assessments should be reviewed on an annual cycle.
- Ensuring, as far as reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety.
- Obtaining relevant advice and guidance on health and safety matters.

### **3.6 All Staff will:**

- Support the implementation of health and safety arrangements.
- Take reasonable care for the health and safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operate fully with their manager or responsible person on all matters relating to their health and safety at work.

- Report promptly any injury, significant near miss, incident of violence and aggression or cases of work-related ill health, following the Trust's procedures.
- Report any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others, following the Trust's procedures. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wear any protective clothing and equipment and use any safety devices that have been provided for their health and safety while at work.
- Observe safety rules, complying with codes of practice and the Trust's Health and Safety Policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attend health and safety training as directed and undertake their work activities in accordance with any health and safety training provided to them.
- Ensure as far as is reasonably practicable that their classroom or work area is safe and tidy.

### **3.7 Volunteers**

Volunteers have a responsibility to act in accordance with the Trust's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

### **3.8 Contractors**

All contractors under the School's control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the Trust's Health and Safety Policy and not endanger pupils, staff or other visitors to the site.
- A specific person at each School will be allocated responsibility for the co-ordination of the contractors' activities on site (See Policy Procedures document for details of personnel responsible). Contractors must provide as a minimum evidence of adequate public liability insurance for their contracted role, evidence of safe systems of work including appropriate risk assessments for their contracted role and evidence of safeguarding checks for all contractors on site.
- The Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor in consultation with the Headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.



### **3.9 Visitors and other users of the premises**

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policies and procedures with other occupiers.

- All visitors to the School must comply with the Trust's Health and Safety Policy and procedures as advised by the School.
- The Headteacher must ensure that a suitable system is implemented whereby all visitors are required to record their visit to the School (visitor's book) and the time they leave.
- Where applicable, visitors will be required to wear a 'visitors' identification badge which will be supplied by the School.
- Should a fire / emergency occur, or the fire alarm is activated whilst visitors are on the School's premises, the visitor must evacuate the building in accordance with the School's procedure.
- Should a serious incident / accident occur involving a visitor, it must be reported using the Trust's accident reporting procedure and accident reporting form sent to the Trust Operations Officer. An investigation must be undertaken as soon as possible by the relevant responsible person.
- Persons hosting visitors including meeting arrangers must ensure:
  1. Visitors are alerted to the establishment fire procedures.
  2. Visitors adhere to the 'no smoking' policy.
  3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
  4. Visitors record time of arrival and departure in the visitor's book.
  5. Where applicable visitors are provided with and wear identification badges.
  6. Visitors are accompanied or authorised to enter the premises.
  7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted, and the person is accompanied.
  8. Visitors do not take anything with them from the premises or bring anything onto the premises that may create a hazard or risk, unless authorised.
  9. Visitors report all accidents, incidents and near misses to the host.
  10. Visitors wear protective clothing that is supplied, when necessary.

### **3.10 Pupils**

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- 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.

Pupils are taught how to manage risk through a variety of curriculum areas.

All pupils and parents will be made aware of this section of the policy through an appropriate means of communication e.g. prospectus / website.



## **4.0 Arrangements for the Management of Health & Safety**

### **4.1 Key Areas of Health and Safety Management**

The Trust's health and safety management arrangements will incorporate the following key elements:

**POLICY** – Our Health and Safety Policy sets out the key procedures and overall direction taken by each school and will contribute to the efficiency, effectiveness and continuous improvement of our organisation, demonstrating senior management commitment as well as clearly defining key roles and responsibilities both within the Collaborative Team and within each school.

**ORGANISING** – The Trust, the Headteacher and Local Governing Body will ensure a strong and effective management structure is in place to proactively deliver this policy; there will be regular consultation on health and safety matters with all relevant stakeholders and a shared understanding by both managers and staff of each School's desire to promote a positive and risk aware culture.

**PLANNING AND IMPLEMENTING** – Each School will have a systematic approach to the implementation of this policy, by ensuring an effective management system integrating health and safety performance standards, targets, priorities and training is in place across all disciplines within each School. Planning processes will use a risk assessment methodology, setting clear objectives for the effective identification and control of significant hazards and the mitigation of risk.

**TRAINING** – This will be provided at a level suitable to the individual and the tasks they perform. This will be in addition to general awareness training as part of each School's induction programme for all new staff and / or volunteer workers. Specialist training identified as appropriate to the post or through training and development plans or risk assessments will be provided. Details of all training attended must be reported to the relevant person in each School and updated to the Trust's central health and safety portal to ensure training records are kept up to date and the requirements of refresher training can be appropriately monitored.

**MEASURING, AUDITING AND REVIEWING PERFORMANCE** – Each School will be responsible for measuring its own performance, so it can clearly identify when and where improvements are needed. Performance management of each School by the Trust will be achieved through submission of half termly KPI statistics to the Trust Operations Officer, internal review by the Trust Site Manager and external auditing of policies, procedures and activities, in addition to monitoring accident and incident information. Internal findings and reports will be available to Trustees, Governors and staff representatives on at least a half termly basis and external findings on at least a 3 yearly basis.

## 4.2 Risk Assessment

The Trustees acknowledge that risk assessments are a legal requirement mainly under the Management of Health and Safety at Work Regulations 1999, although most health and safety legislation requires a risk assessment approach.

Each school will record risk assessments on the templates provided on the Trust's health and safety portal and these will be adapted to each school's specific requirements. In addition, each school will also undertake activity, person or situation specific risk assessments and where appropriate document Safe Systems of Working (SSOW) as and when required, these SSOW should be recorded and stored on the Trust's Health and Safety Management Portal. All staff are expected to make themselves aware of risk assessments. They are signposted for accessibility to those who require them. Risk assessments are reviewed periodically in line with the Trust's annual health and safety plan, following an incident, on the introduction of any new process / equipment / substance or other significant change in circumstances. Each school must maintain an up to date risk assessment register that should be uploaded to the Trust's health and safety portal.

All Educational visits undertaken by each School will also be subject to a written risk assessment.

It is the Headteachers responsibility (as duty holder) to ensure that risk assessments are carried out. However, the Headteacher may request assistance of competent staff in carrying out risk assessments across various curriculum and non-curriculum areas of activity within their School.

The annual cycle for ensuring risk assessments are relevant and up to date will be issued to Headteachers by the Trust Operations Officer at the start of every academic year. Compliance will be monitored through half termly submission of the school's Health & Safety KPI document, annual internal audits and 3 yearly external audits.

The Trust operates a Health and Safety Risk Management Handbook which details the procedure and processes and legislation under which we manage our risks on a day to day basis. Examples of risk may include, but are not limited to, Fire, Asbestos, Legionella, Gas, Electricity, COSHH, First Aid, DSE, Expectant and New Mothers, and Manual Handling. A Trust risk register is maintained and evaluates emerging, new and existing health and safety risks and the level of risk these pose to the Trust and its schools. This document is a 'live' document and is reviewed termly by the Trust's Audit Committee.

## APPENDIX A

### Health and Safety Organisational Structure

