



**Inspiring Futures  
Through Learning**

Inspiring Futures through Learning

## **Health & Safety Policy**

Valid From: January 2020

Review Date: January 2022

*At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.*

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**Scope: IFtL Multi-Academy Trust (MAT) & Academies within the MAT**

<p><b>Version:</b></p> <p>V1.1 – February 2018 V2 – January 2020</p>	<p><b>Filename:</b></p> <p>IFtL – Health &amp; Safety Policy</p>
<p><b>Approval:</b></p> <p><b>3<sup>rd</sup> February 2020 (FFG Committee)</b></p>	<p><b>Next Review on or before:</b></p> <p><i>This policy will be reviewed annually by the IFtL Executive committee and approved by the Trustees at least on a bi-ennial basis</i></p>
<p><b>Owner:</b></p> <p>IFtL Trustees</p>	<p><b>Union Status:</b></p> <p>Not applicable</p>

<b>Policy type:</b>	
Statutory	Website compliancy – required to publish

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# Health and Safety at IFtL

## Introduction

IFtL has overall responsibility for the management of health, safety and welfare of staff, pupils and visitors in its schools.

IFtL recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

IFtL will support its schools in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

The Finance and Future Growth Committee of the Board of Trustees of IFtL takes responsibility for monitoring of Health and Safety across the Trust including initiating and reviewing policies and procedures.

Although overall accountability for health and safety lies with IFtL, day-to-day responsibility for the health and safety of staff and pupils in individual schools is delegated to the Senior Leadership Teams of each school, who in turn will delegate particular functions to other staff, in particular the Premises Manager or Site Manager.

Health and safety overall is everyone's responsibility. We all have duties and obligations to ourselves and to each other to ensure that our workplace is a safe and secure environment.

The model policy below is required for adoption by all IFtL schools.

**Whilst this is a cross-trust policy, certain items are marked in red and are for schools to personalise to their own premises/arrangements. Please modify or delete these items and change the font colour back to black once complete.**

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# HEALTH AND SAFETY POLICY FOR IFtL SCHOOLS & ACADEMIES

NAME OF ACADEMY: \_\_\_\_\_

## 1. General Statement of Intent

The Senior Leadership Team of (... *School name*...) undertakes to meet fully its responsibilities under the 'persons in control of premises' section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable health and safety legislation, to provide a safe and healthy working environment for employees and others, such as pupils, visitors and contractors.

Details of how this will be achieved are given in the **Arrangements** section of this policy.

We will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, we will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. Persons nominated as internal health and safety representatives will receive training appropriate to the role.

We will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

Our health and safety obligations relate to pupils, contractors and members of the public as well as employees and governors of the school. The Senior Leadership Team will ensure that all stakeholders are considered within our policy.

We are committed to regularly reviewing and revising this policy to ensure that it accurately reflects our commitment to health and safety.

We are committed to ensuring adequate resources are made available in order to provide suitable and sufficient training and to help us achieve our health and safety objectives.

We are committed to ensuring that competent persons are available in our school to ensure that appropriate advice and guidance is available and know that additional advice and guidance can be sought from IFtL's Head of Operations.

Signed ..... Print ..... Date.....

(Headteacher on behalf of Senior Leadership Team)

A copy of this signed statement of intent should be displayed along with your HSE poster and a copy of your RPA certificate in a prominent location (usually in the staff room)

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# Organisation of Health & Safety

**Schools should review this document and ensure that roles are applicable within their own schools or change roles where necessary to reflect local practice.**

## 2.1 Responsibilities of the Board of Trustees (carried out by their FFG Committee)

**The Board of Trustees will ensure that:**

- a) The Health and Safety policy provided by IFtL is adopted by the Headteacher / Senior Leadership Team of each school.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are undertaken.
- e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f) Health and safety is a standing item on all agendas.
- g) An annual health and safety report is published.
- h) A positive health and safety culture is established and maintained.
- i) They keep up to date with new legal requirements and developments in health and safety practice

## 2.2 Responsibilities of the Head of Operations (IFtL)

**The Head of Operations will:**

- a) Support the Board of Trustees in ensuring that their duties are carried out within all schools
- b) Monitor and / or collate monitoring data for Trustees
- c) Provide up to date and relevant support and guidance to schools regarding Health and Safety requirements

## 2.3 Responsibilities of the Headteacher/Principal

The Headteacher/Principal is responsible for day to day overall management of health and safety in the academy.

**The Headteacher/Principal will ensure that:**

- a) The health and safety policy is regularly reviewed as necessary, at least every two years, and that any suggestions for revisions are passed to IFtL.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed annually or upon change in circumstances.
- c) For high risk activities, safe systems of work are identified via a risk assessment and implemented appropriately.
- d) Information and advice on health and safety is acted upon and circulated to staff and governors.

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- e) Regular inspections are carried out with reports submitted to the Local Governing Body and Trust.
- f) An annual report is provided to IFtL Trust.
- g) There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k) There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
- l) Appropriate tasks are delegated to the Academy's Premises Manager<sup>1</sup> and other premises staff.
- m) They report to the HSE, within the stated timescales, any incidents or accidents as defined under RIDDOR

## 2.4 Responsibilities of Senior Managers and Department Heads

- a) Deputy and assistant Principals may be required to undertake any of the Principal's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Heads of department/faculty may be expected to oversee health and safety matters relating to their curriculum areas.

## 2.5 Responsibilities of the Premises Manager<sup>1</sup>

### The Premises Manager will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.
- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place, with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.
- k) A regular inspection, testing and maintenance regime is in place covering maintenance of buildings, grounds, car parks and play equipment.

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<sup>1</sup> In some schools or academies this position may be known as Facilities Manager, Site Manager or Caretaker



## 2.6 Responsibilities of all Employees

All staff employed by the academy will ensure that:

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Headteacher / Principal or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head teacher/ Principal or to their line manager.
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.
- g) They do not use unsuitable equipment or means of access to undertake tasks, particularly, but not limited to the use of chairs for gaining access to items at height.
- h) They report to their manager if they are unfit to work safely due to ill-health, infectious diseases, medical conditions, the effects of medical equipment, drug use or the effects of alcohol.

## 2.7 Responsibilities of all Pupils

All pupils will be encouraged to follow safe working practices and observe safety rules.

All pupils will:

- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other pupils or staff.

## 2.8 Responsibilities of IFtL

As the employer, IFtL have overarching responsibility for all aspects of health and safety. In particular, IFtL will;

- a) Ensure that the health and safety policy is kept up to date and is reviewed at least every 2 years.
- b) Ensure that a suite of policies is maintained with reference to specific health and safety risks to include training, trips and visits, minibuses management, traffic management and to ensure that schools have access to these policies.
- c) Carry out an annual health and safety audit to include improvement plans for all sites within the IFtL estate.

## ARRANGEMENTS

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### 3.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters.

Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees.

IFTL will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. IFTL will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union	Name of health and safety representative
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*(Insert details) OR, if no trade union representatives have been proposed, add a line to state that no recognised trade union representatives have been appointed.*

### 3.2 Health and Safety Committee

The academy will endeavour to establish an effective forum to enable management, staff and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace. IFTL recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

### 3.3 Health and Safety Policies and Procedures

The following table sets out the provision for managing specific arrangements within the scope of the health and safety arrangements at the academy.

Area	How do we manage this
Risk Assessment	IFTL 'Risk Management Guidance' document outlines the expectations for risk assessment within academies. This is available in the Policies tile on the IFtL portal.
Health and safety training	The IFtL policy on health and safety training for schools is available in the Policies on the IFtL portal.
Contractor competency, vetting and management	The IFtL 'Control of Contractors' policy covers this for all schools. This is available in the Policies on the IFtL portal.

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First Aid	The school have undertaken a first aid risk assessment to determine the risk level and the requirement for first aid supplies and the number of first aiders. All first aid appointed staff are trained to the appropriate level.
Accident & incident reporting and investigation	As per the IFtL policy, all staff accidents, contractor/visitor accidents and any serious pupil accidents are recorded on the form in the Accident Reporting tile on the IFtL portal. Day to day minor bumps and scrapes <b>are recorded in a daily accident book or in pupil files.</b>
Monitoring and inspection of workplace facilities	The school undertakes a termly walkround of the building and site. The school also has a reporting system so that any staff member can alert the site manager to any issues noted on a day to day basis.
Audits	An annual health and safety audit is undertaken by the IFtL Head of Operations. These reports generate an action plan for improvements and are fed back to school leadership and to trustees. Termly site visits are undertaken by the trust to follow up on progress (see section 3.4 below)
Gas and heating systems	The school has a maintenance contract in place to ensure that boilers are serviced annually. Results of these visits are stored on the IFtL SharePoint portal within the Site Management tile.
Fire	IFtL have an overarching fire safety policy that sets out how fire safety should be managed in schools. The school has its own fire safety procedures that set out the school specific arrangements for fire safety.
Asbestos	IFtL have an overarching asbestos management policy and provide a standardised logbook to all schools. The school has a procedure for managing the signing in of contractors who may come in to contact with asbestos containing materials. Staff that may come into contact with asbestos containing materials receive asbestos awareness training via Smartlog. All of this information is documented in the school's asbestos log.
Legionella	IFtL have an overarching legionella and water systems management policy. The school has a site specific risk assessment of its water systems which is undertaken by Safewater. <b>The school has contracted its preventative maintenance program out to Safewater who undertake monthly visits to the site to carry out all PPM tasks.</b> <b>This is documented in the legionella logbook. OR</b>  <b>The school undertake a routine preventative maintenance program of monthly PPM tasks. This is supplemented by 6 monthly OR quarterly visits from Safewater who undertake aspects of the PPM and also monitor the efficiency of the school's PPM program.</b>
Electricity	IFtL have an overarching electrical safety policy which covers electrical systems and portable electrical appliances.

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Statutory maintenance and inspection	<p>The school has an effective schedule of planned preventative maintenance to ensure that all statutory and recommended best practice checks and tests are undertaken.</p> <p>This process is managed by Smartlog and all documentation is stored electronically in the Site Management section on the IFtL portal site management section.</p>
Security	<p>The school has a set of safeguarding procedures to ensure that the building and the site remains a safe place for staff and pupils. These include;</p> <p>Signing in of all staff and visitors by and electronic system,</p> <p>Electronic access control to ensure that visitors cannot access areas without authorisation,</p> <p>A secure perimeter fence with regular weekly checks of its continued suitability undertaken by the site manager,</p> <p>Add in any other measures here,</p>
Stress	<p>Enter the school procedures on stress management and awareness here. These could include OH referrals, wellbeing initiatives, the IFtL staff benefits portal etc</p>
Trips and visits	<p>The school undertakes efficient planning and risk assessment of all trips and visits. This is currently managed by Evolve but is switching to Plumsun as from April 2020.</p> <p>The school have a trained educational visits coordinator to oversee the planning of trips. Standard trips and visits are signed off by the Headteacher with any higher level, adventurous, residential or overseas trips being approved by the visits manager at Evolve/Plumsun.</p> <p>Feedback is given following all trips and visits to ensure a process of continuous improvement.</p>
Traffic management	<p>An overarching IFtL traffic management policy sets out how schools should undertake the management and monitoring of vehicle movements on and around sites. This is available in the Policies tile on the IFtL portal.</p> <p>The school has a procedure governing access and egress times relating to traffic movement and has assessed the risks associated with this.</p> <p>The school has a written traffic plan as required by the IFtL traffic management policy.</p>
Minibus Management (Remove if you do not operate a minibus or modify if you regularly borrow one from another school)	<p>The trust's minibus policy sets out the requirements for managing minibuses.</p> <p>The school follow the RoSPA code of practice on minibus safety and have a risk assessment in place for use of the minibus.</p> <p>The school maintain a minibus folder which stores all of the checks, tests, inspections and training relating to the minibus.</p> <p>The school have a valid, current section 19 permit.</p>
Manual Handling	<p>The school have a manual handling risk assessment and any staff involved in manual handling have undertaken training via Smartlog.</p>

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	All staff are considered in the risk assessment and for training including teachers, who may take books and work home, midday supervisors who may set up and take down furniture, cleaners and site staff.
Work at Height	The school have a work at height risk assessment and any staff involved in work at height have undertaken training via Smartlog. Teachers have been included as they are involved in creating displays, All other staff that may foreseeably work at height have also been included.

### 3.4 Audit and monitoring

To ensure that schools and academies are meeting their requirements with regard to health and safety, an audit and inspection program will be undertaken in addition to any internal audit and monitoring that takes place by school / Trust staff.

The trust’s head of operations will carry out a formal annual audit to ensure that objectives are being met and that action plans have been implemented. This will be followed up at termly support meetings to ensure that any assistance required in achieving objectives is available.

Periodically, an external consultant will be appointed to carry out a further audit to ensure that a fully independent assessment of arrangements is undertaken every 3-5 years although this timescale may be reduced dependant on circumstances.

