



Health & Safety Policy

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1.0 Introduction

QEGSMAT (the Trust and its schools) are committed to the Health and Safety of all staff and people that use and visit the QEGSMAT sites. QEGSMAT will implement the Health and Safety Policy to ensure the health, safety and wellbeing of staff, pupils, students and others who may be affected by the Trust's activities. We are committed to complying with our legal responsibilities and seek to continually improve our health and safety performance. To this end, we maintain and continually review an effective health and safety management system.

We will ensure:

- A safe and healthy working environment with adequate control of health and safety risks arising out of activities.
- An effective organisation to implement this policy.
- Full consultation with staff and the provision of information, instruction and supervision throughout the Trust on matters affecting their health and safety.
- All staff are competent to carry out their work and meet their health and safety responsibilities.
- Risk assessments are undertaken, regularly reviewed and the necessary controls implemented.
- All third parties are aware of, and comply with, the Health and Safety Policy.
- Competent advice is obtained when not available within the Trust.
- Effective monitoring and review of the implementation of the policy and health and safety performance.
- Adequate resource provision to implement this policy.

The Trust, as an employer, recognises its overall responsibility for health and safety. However, high standards can only be achieved with the full involvement of the school community. Staff must meet their responsibilities as laid down in this policy and work in accordance with the safe working procedures.

Failure to comply with the policy and local health and safety procedures could result in disciplinary proceedings, exclusion or removal from site.

The Trust will review this policy annually.

2.0 Health and Safety Organisation and Responsibilities

2.1 Trustees:

Overall legal accountability for health and safety lies with the Trustees of QEGSMAT, the employer of all staff working in the Trust's schools. The Trust Board delegates specific responsibilities to the Chief Operating Officer (COO) for ensuring that the policy is adhered to and updated as necessary.

The COO delegates the day-to-day running of each school, including responsibility for the health and safety of staff, students and pupils, to Headteachers who are accountable for managing risks effectively on their sites.

2.2 COO:

The COO is responsible to the Trustees for ensuring that:

- The arrangements outlined in the Health and Safety Policy are effectively implemented, and corrective actions are taken as necessary.
- Hazards are identified and documented arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation.
- The arrangements are monitored to ensure they are working.
- Health and safety information is communicated to the appropriate people.
- Employees, third parties, pupils and students are aware of what is expected of them.
- Any problems in implementing appropriate health and safety standards are reported to the Trustees.

Whilst the COO may delegate certain tasks to other staff, it remains the responsibility of the COO to ensure that the policy is implemented fully at all times, at all sites.

2.3 Facilities Manager:

The Trust's Facilities Manager will ensure that the COO's responsibilities are executed effectively. The Facilities Manager is accountable to the COO for their delivery.

2.4 Headteacher:

Each Headteacher will be the Health and Safety Co-ordinator, or will nominate a Senior Leader, in their school and will be responsible for the implementation of this policy in accordance with the role specification set by the COO. This includes day-to-day responsibility for the implementation, maintenance and development of safe working practices and conditions for all staff, students and pupils, visitors and any other person using the premises or undertaking activities under the schools' control.

In particular, the Headteacher will:

- Ensure all third parties meet health and safety requirements, including pupils, students, contractors and other visitors.
- Ensure all staff meet their health and safety requirements.
- Ensure the arrangements for consultation with staff are implemented.
- Ensure effective communication of health and safety matters.
- Ensure requirements with regard to staff competence are met.
- Ensure health and safety standards, school health and safety procedures and codes of practice are implemented.
- Ensure risk assessments are carried out and reviewed annually.
- Undertake risk assessments in relation to directly managed staff.
- Ensure health and safety reporting is undertaken in accordance with the approach determined by COO.
- Make recommendations to the Trust in relation to any external independent audits.
- Report to the COO any health and safety issues that cannot be resolved.

- Work with the COO to ensure health and safety compliance.

2.5 All Leaders:

All leaders are responsible for implementing this policy in their area of control. This includes:

- Ensuring trust wide health and safety standards and local health and safety procedures/codes of practice are implemented by communicating health and safety information to staff, students and pupils and ensuring awareness of risks and prevention measures.
- Consulting with staff on matters affecting their health and safety, assessing their competence and ensuring appropriate training and development.
- Ensuring risk assessments are carried out and safe working procedures and codes of practice are in place and implemented.
- Undertaking risk assessments in relation to directly managed staff and review annually.
- Implementing reporting arrangements including:
 - Incident reporting and investigation, including “near misses”.
 - Specific equipment/premises inspections.
 - Termly inspections.
 - Incorporating health and safety in staff appraisals.
 - Reporting any health and safety issues which cannot be resolved to the Health and Safety Co-ordinator.

2.6 All Members of Staff:

All members of staff are responsible for:

- Their own health and safety and that of others affected by their actions including pupils and students.
- Following the school’s safe working procedures and meeting responsibilities laid down in this policy.
- Reporting health and safety hazards and any inadequacies they identify in health and safety procedures to their line manager or the Health and Safety Co-ordinator.
- Undertaking health and safety training/development identified as necessary.
- Ensuring a risk assessment is undertaken and in place when carrying out projects or new activities.
- Reporting health and safety incidents, and near misses, in accordance with the school’s reporting procedures.

2.7 Local Governors:

Along with the COO and the Facilities Manager, the Governors are responsible for monitoring and supporting the implementation of the Health and Safety Policy. It is expected that the Governors will monitor health and safety data and will formally check up on practices to ensure that health and safety is maintained at the highest standard.

2.8 Pupils and Students:

Whilst the health and safety of pupils and students is the Trust's responsibility, pupils and students are expected to act responsibly and to pay attention to their own health and safety, and that of others who may be affected by their actions.

They are expected to co-operate with fire safety arrangements (participating in drills, evacuating buildings promptly etc.) and report any incidents/concerns regarding fire safety, hazards or risks.

3.0 Advice, Training and Development

From time to time the Trust will take advice from the Health and Safety Executive (HSE) and other regulatory or advisory bodies. The Trust is committed to ensuring all staff are provided with the training and development necessary for them to competently carry out their work and meet their health and safety responsibilities.

Appendix 1:

Individuals with specific responsibilities in the policy and access to information on health and safety

Responsibility	Name
Head	
Health & Safety Co-ordinator	
Persons responsible for the medical needs of pupils/students	
Designated Health & Safety Governor/Trustee	
Principal First Aiders	
Other First Aiders	
For first aid assistance	Visit the Medical Room: Call the Medical Room on extension: Call Student Services on extension:
Location of First Aid Boxes Basic first aid kits are available from the Medical Room for off-site visits	
Nearest Hospital with A&E	
Fire Evacuation Officer	
Location of Fire Register	
Fire assembly point	
Person Responsible for weekly fire alarm test	
Time of weekly fire alarm test	
Location of health and safety procedures	
Procedure for reporting accidents	
Procedure for reporting hazards	