



QEGSMAT
MULTI ACADEMY TRUST

Health & Safety Policy

Last reviewed:	September 2023
Next review date:	September 2024
Approved by:	Trust Board
Trustee Minute No:	0346.23

**** This policy is being reviewed.
This version will remain current until the review is complete ****

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Under Review

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 Head of Estate and Facilities (Head of Estates):

The Trust's Head of Estates will ensure that the COO's responsibilities are executed effectively by:

- Being responsible for the strategic implementation of the Trust's short, medium and long term goals, ensuring that the estate is managed and developed to the highest standard.
- Ensuring site teams are managed proactively and complete their health and safety obligations.
- Being accountable for the statutory and legislative requirements, ensuring that records are kept up to date in conjunction with the site teams.
- Undertaking routine health and safety audits to ensure the Trust is fulfilling its legal responsibilities.
- Preparing the procurement and management of an annual maintenance programme.
- Ensuring the effective management and delivery of security on each site, undertaking regular security reviews and ensuring sites are secure.
- Being responsible for "Safe Systems of Work" to be adhered to by staff and appointed construction contractors, including ensuring that completed permits to work are in place and that contractors have been inducted to site correctly.
- Ensuring appropriate risk assessments are in place and updated as required.
- Ensuring all necessary procedures are adhered to in relation to CDM regulations 2015.

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. They will also work with the Head of Estates and site manager to ensure that compliance/statutory legislation tasks are completed in due course. This also 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.

The Health and Safety Co-ordinator and site manager/caretaking team 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.
- Ensure that premises safety inspections are undertaken (e.g. weekly, bi-termly), and keep records of any faults identified (if appropriate)
- Undertake risk assessments in relation to directly managed staff.
- Ensure health and safety reporting is undertaken in accordance with the approach outlined in this policy.
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that equipment lists are kept up to date.
- Ensure all COSHH records are current to the site and substances hazardous to health are stored in a safe place.
- 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, Headteacher and the Head of Estates, 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.

The Trust also buys back health and safety consultancy from Derbyshire County Council; this includes training packages to ensure that staff have undertaken relevant and suitable health and safety training. It is the responsibility of the Head of Estates to ensure that site staff have undertaken relevant training to safely undertake their responsibilities, the Headteacher of each school is responsible for ensuring that their staff have undertaken training.

Under Review

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	

Appendix 2: Contractor Induction Form.

Section A to be completed by the contractor and returned to the QEGSMAT contact

Name		Mobile No	
Company		QEGSMAT Job Contact	
Estimated duration of works		QEGSMAT Contact number	
Brief details of work			
Have you seen the Asbestos Register?			

Hazards associated with this work (not exhaustive list)		
1- Potential to fall ☐ 2- Falling objects ☐ 3- Asbestos ☐ 4- Lifting Equipment ☐	5- Hot works ☐ 6- Mobile Plant/large vehicles ☐ 7- Confined space working ☐ 8- Electrical or gas systems ☐	9- Hazardous substances ☐ 10- Dust/Noise levels ☐ 11- Fragile surfaces ☐
Further hazards applicable to job		
Does the contractor or QEGSMAT need to take any further action?	Yes ☐ No ☒ Please outline below:	

Declaration

I have been informed of health and safety information pertaining to this site and I understand the content presented to me.

I can confirm that I (or my employer) have completed a risk assessment for the works. I have reviewed this risk assessment and method of working and believe it to provide a safe and healthy way of working.

Contractor to complete

Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

Print Name:

Signature:

Date:

Section B – Site information

Site Contact/s	Site Manager :
	Caretaker/s :
Emergency Trust contact	Head of Estates and Facilities John Harrison – 07710 760795 or 01335 340830 ext. 10542 harrisonj@qegsmat.com

Site Rules for Contractors (Site contact to communicate on start of works)	
Contractor welfare (toilets, drinking water)	Located:
Smoking Area	No Smoking on Site
Signing in and out procedures	Digitally via Inventory/Sign in App, Lanyard must be displayed at all times.
Safeguarding arrangements (DBS in place?)	If no DBS in place, please outline supervision plan.
Emergency procedures	Explain assembly points for fire alarm /lockdown alarm
First Aid provision	All accidents to be logged and where they should go for treatment.

QEGSMAT representative to sign on arrival	Name:
	Position:
Please retain in Site Office	