



# One Community Trust

## Health and Safety Policy

Author	TR
Approved by	Trustees
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### CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	6/6/22	15/06/2022	TR	New policy – replaces previously adopted WBC policy
2	11/7/23	08/09/2023	TR	Updated LGB to LGC; clarified role of H & S trustee
3	24/7/24	29/04/24	TR	Annual review – no change

## Introduction

This policy is written in accordance with the Health and Safety at Work Act (1974) and Management of Health and Safety at Work Regulations (1999). It should be read in conjunction with the One Community Trust (OCT) Health and Safety Statement of Intent.

A copy of both this policy and the OCT Health and Safety Statement of Intent can be found on the OCT policies shared drive.

## Statement of policy

The aim of this policy is to ensure that our schools are safe and healthy environments for children, staff and visitors, and that individuals understand their responsibilities in making this happen.

## Delegation of Duties

### Responsibilities of the OCT Trust Board

It is the responsibility of the OCT Trust Board to :

- produce and regularly review this Health & Safety Policy.
- monitor the compliance with and effectiveness of this policy and the associated management system - lamCompliant (IAC).

This is achieved by:

- Ensuring sufficient competent persons are in place to advise our schools on H & S issues. Currently, OCT buy back Health and Safety Service level agreement (SLA) from Warrington Borough Council (WBC).
- Reviewing the termly Trust Health and Safety report which details accidents, incidents, sickness statistics, staff well being, IAC dashboard data, information updates and training undertaken.
- Ensuring policies and procedures are provided and implemented in accordance with the requirements of health and safety legislation as advised by WBC under the terms of the SLA.
- Identifying a lead Trustee for health and safety who will :
  - actively monitor and promote health and safety across the Trust by raising matters with senior leaders or meeting with the CFO as necessary
  - provide input and comment on the Trust Health and Safety report when necessary
  - attend a least one Trust health and safety meeting per year
  - feedback to Trustees via the Business Risk and Audit Committee
- Providing adequate training and resources to meet the Trust's legal responsibilities as well as compliance with this policy

### Responsibilities of the CEO, CFO, Local Governing Committees and Head Teachers

It is the responsibility of the CEO, CFO, Local Governing Committees (LGC) and Head Teachers to:

- Establish and maintain a safe and healthy environment throughout our schools.
- Establish and maintain safe working procedures among staff and pupils.
- Demonstrate a commitment to health and safety and promote a positive health, safety and welfare culture in school.

This is achieved by:

- Making decisions which show a commitment to this policy.
- Reviewing the quarterly Trust Health and Safety report.

- Auditing health and safety practice annually via the WBC audit checklist with the support of the central function and developing action plans as a result of these audits.
- Informing the Trust Board of any issues which have significant health, safety and welfare implications which cannot be resolved satisfactorily without their involvement.
- In the case of lettings, ensuring that safe premises are provided and that hirers are made aware of all relevant health and safety information and control measures.

### Responsibilities of the Head Teacher and OCT Health and Safety Working Party

It is the responsibility of the Head Teacher and OCT Health and Safety Working Party to:

- Maintain an understanding of, and ensure the implementation of all relevant health and safety legislation and codes of practice.

This will be achieved by:

- Reviewing quarterly H & S bulletins from WBC, and acting on any statutory changes identified.
- Determining and ensuring adequate resources and arrangements for effective health, safety and welfare management.
- Ensuring health and safety responsibilities and accountabilities are understood.
- Ensuring all staff are adequately trained and supervised and have all required information, instructions and equipment to work safely with support from the OCT central function.
- Ensuring outside agencies and contractors are effectively controlled and work in accordance with current, relevant health and safety legislation.
- Consulting with staff about scope, timescales, hazards and constraints of work that may impact on their school.
- Ensuring that risk assessments are in place, implemented and monitored with support from the central function.
- Ensuring and maintaining school security, cleanliness and welfare facilities.
- Ensuring inspections of health and safety practice and standards are carried out and, where relevant, data is sought to identify patterns and trends with support from the central function.
- Investigating the causes of accidents and incidents, implementing control measures to prevent a recurrence and reporting them on the WBC online system and to the OCT Trust Board and LGC via the Trust H & S report produced by the CFO.
- Investigating the causes of occupational illnesses, implementing control measures to prevent a recurrence and reporting them to the OCT Trust Board and LGC via the OCT H & S report produced by the CFO.
- Co-operating in the appointment of Safety Representatives by recognised Trade Unions, as set out in the Safety Representatives and Safety Committees Regulations 1977.
- Maintaining, and making available to contractors, a health and safety file for work covered by the Construction (Design and Maintenance) Regulations with the support of the OCT central function.
- Ensuring the asbestos register is kept up to date, a management plan undertaken and that the register is made available to outside agencies and contractors with the support of the OCT central function.
- Ensuring the control of legionella by compliance with relevant regulations, maintenance of the Legionella Log Book and implementation of all associated monitoring and control measures with the support of the OCT central function.

- Ensuring all plant and equipment is procured, tested and maintained in accordance with current legislation and that records are kept.
- Ensure implementation of the Control of Substances Hazardous to Health Regulations with the support of the OCT central function.
- Ensuring compliance with statutory requirements in relation to Fire and Bomb, Evacuation Procedures, First Aid, Electrical Safety (testing), Provision and Use of Work Equipment Regulations, Control of Contractors, Safe Access and Egress, Construction Safety, Safety Signs, Work place Inspections, Risk Assessment, Smoking Policy and any other legislation to provide a safe school environment with the support of the OCT central function.
- Taking disciplinary action against employees who fail to work in accordance with the Health and Safety at Work Act and any required safe working practices.

The Head Teacher may delegate duties but retains overall day to day responsibility for health and safety in school.

### Responsibilities of all Staff with Supervisory and Management Roles

All staff with supervisory and management roles will:

- Demonstrate a commitment to this policy.
- Promote a positive health, safety and welfare culture.
- Support the Head Teacher by ensuring that the above duties are being implemented within their area of responsibility.
- Inform the Head Teacher of health, safety and welfare issues which cannot be resolved or which have resource implications.

### Responsibilities of all Staff

All staff will:

- Demonstrate a commitment to this policy.
- Take care of the health, safety and welfare of themselves and those around them.
- Comply with all health and safety procedures and control measures.
- Report promptly any unsafe conditions, practices, accidents and incidents to their line manager.
- Ensure they are familiar with arrangements to follow in the case of an emergency.
- Ensure pupils behave in a way which ensures the health, safety and welfare of themselves and their peers.