



Health and Safety Policy

Approved by:	Board of Trustees	Date: FEB 2024
Last reviewed on:	Feb 2024	
Next review due by:	Feb 2026	

Health and Safety Policy Statement

This policy is required under the Health and Safety at Work Act.

In the “Statement of Intent” the Trustees make a positive commitment to high standards of health, safety and welfare. The responsibility for implementing and monitoring this policy in our schools lies directly with the HEADTEACHERS, with every employee responsible for following the policy. Failure to comply with safety requirements could also lead to disciplinary action.

All members of the leadership teams in both schools and everyone with a leadership/management role is responsible for ensuring that the policy is implemented. Every employee must comply with the policy and co-operate with colleagues to achieve high standards of health and safety.

Signed CEO

Signed Chair of the Board of Trustees

Date:

Statement of Intent

The Trustees of The Rise Partnership Trust are strongly committed to fulfilling their duty of care to staff and pupils and therefore seek to maintain high standards of health, safety and welfare

The Trustees will also ensure, so far as is reasonably practicable, that the health and safety of visitors to Trust sites S and other non-employees who may be affected by its work activities are not endangered.

The Trustees recognise the specific risks that arise in The Rise Partnership Trust, where the children and young people are particularly vulnerable because of their special educational needs and disabilities and where adults may experience a higher level of risks in their day to day roles. All Health and Safety practice takes account of the increased risks to children and young people and the adults working with them.

The responsibility for implementing and monitoring this policy in our schools lies directly with the Headteachers, with every employee responsible for following the policy. The Rise Partnership Trust Site Managers have specific responsibilities in their role as Health and Safety Officers at each school. This is supported by the Director of Finance and Operations who has strategic responsibility of Health and Safety in schools and all Trust sites

Objectives

The Trustees' overriding aim is to ensure that all activities are carried out safely, without risk to health, so far as is reasonably practicable. Therefore, they are committed:

- to ensure that all staff are aware of and actively support the responsibilities of the Trustees and understand their own personal responsibilities;
- to ensure that all new employees are made aware of the Trust's Health and Safety Policy and the appropriate health and safety procedures during their induction period;
- to ensure all visitors, contractors and suppliers of goods and services comply with relevant health and safety requirements;
- to ensure that employees are properly consulted on health and safety issues and actively encouraged to raise concerns and make suggestions;
- to promote awareness of health and safety issues with all members of the trusts/school's communities including children and young people attending the schools;
- to make specialist professional advice available to the trust/school's leadership teams and managers on health, safety and welfare matters;
- to have and make readily available detailed health and safety information, which may be required resulting from legislation, Approved Codes of Practice, British Standards etc.;
- to ensure suitable and sufficient assessments are carried out of the risk to health and safety of employees, children and young people and others and that appropriate written procedures or guidance notes cover all potentially hazardous activities;
- to keep this policy under review and revise it as required;
- to monitor the implementation of this policy.

Organisation and Responsibilities

1. The Trustees

The Trustees will monitor the implementation of the policy via the Audit and Risk Committee (ARC) by reviewing reports and monitoring the progress of actioning recommendations from health and safety audits and inspections.

2. The CEO and Head Teacher

The CEO is accountable to the Trustees for the implementation of the Health and Safety Policy. They will ensure that the Headteachers set up and monitor systems in their schools so that:

- all staff are aware of the health and safety policy;
- written policies, procedures and guidance notes are readily available to staff;
- other health and safety information is communicated to relevant staff;
- adequate first aid procedures exist, and that all staff are aware of the arrangements; this should include times when staff are present outside the normal hours of the establishment;
- accidents and incidents are reported;
- suitable arrangements are made for consultation with safety representatives and that reasonable arrangements are made to enable them to carry out their functions;
- appropriate systems are in place to manage medication, including rescue medication;
- the Health and Safety committee meets regularly (at least once per term) and that recommendations from the committee are acted on as soon as reasonably possible;
- training needs are identified and appropriate arrangements are made for training;
- fire drills are carried out and recorded;
- new employees receive appropriate health and safety information during their induction period;
- the overall procedures for safety are monitored;
- assessments are undertaken of all risks to health and safety as required by the health and safety at work regulations and other legislation and the significant findings are recorded and acted upon;
- safeguarding procedures, including those relating to safer recruitment, are clear and are followed meticulously (see separate safeguarding and safer recruitment policies);
- arrangements are in place for liaison with contractors to ensure appropriate co-operation and co-ordination between the school and contractors;
- any health and safety matters that cannot be resolved appropriately are raised with the Trustees

3. Headteachers with DoFO

The Headteacher with DoFO are responsible for overseeing health and safety on a day to day basis; specific duties include:

- establishing arrangements for dealing with health and safety matters such as:
 - disseminating health and safety information to staff;
 - ensuring accidents/incidents with health and safety implications are investigated;
 - ensuring health and safety matters raised by staff are dealt with;
 - maintaining a central file of Codes of Practice;
 - managing home-school transport safety;
 - managing the therapy pool safely;
 - ensuring that all staff are aware of evacuation procedures and have regular opportunities to practice
- ensuring implementation of the policy is monitored;
- ensuring appropriate signage is displayed;
- staff whom they manage are aware of, trained in and comply with relevant health and safety requirements including all relevant policies, procedures and guidance notes;
- all contractors working on site are conversant with the school's health and safety and operational requirements before
 - work commences and monitoring their compliance;
 - risk assessments are completed for all activities carried out by the site management staff;
 - liaising with the Site Managers on both sites with regard to premises defects and other health and safety matters and ensuring they are dealt with, or if that is not possible, for ensuring they are raised with the Headteachers of Manor School and The Avenue School
- discussing directly with the Headteachers all health and safety matters which may arise concerning the schools.

4. Site Managers

The Site Managers on each site ensure that:

- any premises defects are dealt with in consultation with the DoFO or as appropriate. Where premises defects cannot be immediately dealt with the Site Manager is responsible for ensuring appropriate interim measures are taken to make the area safe;
- safety equipment including moving and handling equipment is maintained;
- all site safety and all fire equipment systems and procedures are effectively maintained, routinely tested and recorded;
- fire alarms/smoke alarms are tested weekly and records of tests are kept;
- there are safe systems for marshalling transport;

- water quality in the pool is maintained;
- a ladder register is maintained.

5. Executive Team and Senior Leadership

Headteachers are ultimately responsible for health and safety in their schools. They are supported by school leaders and the wider executive team in implementing the Health and Safety policy. In particular, they ensure that:

- activities under their control are carried out, so far as reasonably practicable, safely and without risk to health;
- arrangements are in place for monitoring the implementation of the health and safety policy and handbook in their area of responsibility; carrying out inspections of the workplace and equipment;
- individual employees are aware of their responsibilities for health and safety;
- staff whom they line manage are adequately trained, informed, instructed and supervised;
- policies, procedures and guidance documents appropriate to their School or service are brought to the attention of all staff in their area of responsibility;
- policies, procedures and guidance documents are complied with;
- relevant health and safety information is communicated to all staff;
- first aid procedures are complied with;
- all accidents/incidents occurring in their area of control are reported via an incident report form, and carrying out a preliminary investigation if necessary;
- staff are fully briefed on fire evacuation and other emergency procedures;
- induction training includes appropriate health and safety information and training;
- classteachers make a thorough assessment of risk and record it on the appropriate forms for:
 - educational visits;
 - swimming;
 - moving and handling;
 - any other activities where there is a foreseeable significant risk.
- all members of staff are aware of the risks arising from the special educational needs of the children and young people in their care and take appropriate steps to keep them safe;
- any health and safety matters which cannot be resolved are raised with the Head Teacher and Site Managers and if required escalated to DoFO

6. Class Teachers

- The safety of children and young people in all learning environments on and off site is the responsibility of the class teacher. Class teachers make the safety of children and young people and the adults working with them a

priority;

- exercise effective supervision of children and young people;
- help children and young people to learn how to keep themselves safe
- ensure that appropriate and direct supervision is provided for those pupils who are not able to guard themselves against common dangers;
- make a thorough assessment of risk and record it on appropriate forms for:
 - educational visits;
 - swimming;
 - moving and handling;
 - any other activities where there is a foreseeable significant risk.
- ensure that all members of staff are aware of the risks arising from the special educational needs of the children and young people in their care and take appropriate steps to keep them safe;
- ensure that the school's positive behaviour policy and restrictive intervention guidance is followed in all activities;
- ensure that the school's moving and handling policy is followed in all activities;
- assess risk when planning activities and ensure that measures are in place to minimise the risks identified;
- integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety and specific guidance to members of staff;
- follow safe working procedures personally, including guidance on moving and handling and support for challenging behaviour;
- ensure that staff, volunteers and visitors working with the team are properly briefed on health and safety procedures and know what is expected of them;
- alert more senior staff to any health and safety concerns;

7. All Employees

All employees must:

- take due care of their own health and safety and that of other persons working with them;
- report to their Headteacher or SLT any medical conditions or injuries which may have an impact on their ability to carry out their duties safely and co-operate with a risk assessment;
- take due care of the safety of children and young people in their care, taking account of the children and young people's
- special educational needs and their ability to manage risk and guard against common dangers;
- make every effort to keep the site safe and secure by closing doors and gates as needed, supervising children and young people, wearing identity badges and challenging anyone who is not wearing a badge;

- use work equipment provided correctly in accordance with manufacturers' instructions and training;
- report any accidents or incidents that occur at work;
- report any damage to the site or any fixtures, fittings or equipment as soon as possible after it happens;
- raise any concerns or problems which may have health and safety implications with their line manager or if they are unavailable a member of the Senior Leadership Team;
- comply with the health and safety instructions in force at any other establishments which they are required to visit in the course of their duties, so long as they do not compromise higher standards of health and safety set at Whitefield Academy Trust.
- co-operate with the Trustees so far as is necessary to enable them to meet their responsibilities for health and safety;

8. Safety Representatives

The Trustees will provide for effective joint consultation on health and safety matters with safety representatives via Audit and Risk Committee.

9. Health and Safety Advice

External advice is sought to assist in undertaking protective and preventative measures. Judicium carry out an annual Fire Risk Assessment. Health and Safety Audits are carried out via the Internal Audit Scrutiny timetable.

General arrangements for implementing this policy can be found in:

- Staff Handbook
- Risk assessment folder
- Emergency Evacuation Procedures

10. Accident/Incident Reporting

Accidents to Employees

RPT is the employer and all employee accidents, no matter how minor, must be recorded on the RPT accident recording system. The Site Manager can assist with this recording of incidents.

Accidents to Pupils and other non-employees (members of public / visitors etc.)

A local accident book held in the Medical Room or main admin office in each school and should be used to record all minor incidents to non-employees, more significant incidents as detailed below must recorded on the RPT accident reporting system:

- Major (Significant) injuries.
- Accidents where significant first aid treatment has been provided.
- Accidents which result in the injured person being taken from the scene of the accident directly to hospital.
- Accidents resulting in the injured person being absent from work for more than 3 and 7 consecutive days (including weekends and holidays unless the person would have been able to return sooner).
- Accidents arising from premises / equipment defects.

All major incidents that take place in schools will be reported to the Head teacher who will report this to the CEO. Major incidents that are reported in the HQ will be reported to the CEO. The Trust Board/ Health and Safety Trustee/Competent Health & Safety Person/HSE (if required)/Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to RPT as necessary.

The Head Teacher/ CEO, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible; report to Head, Site Manager or member of SLT.

Reporting to the Health and Safety Executive (HSE)

Accident/incidents will be reported to the HSE by the Health and Safety Competent Person.

Accidents, violent incidents and near misses / dangerous occurrences will be recorded on the council system within set timescales. This is to enable the Corporate Health and Safety Team time to meet the statutory requirements under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):

- The death of any person - All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. RPT will inform Brent Council immediately by phone as soon as possible after the event occurring or the school becoming aware of the incident (whichever is sooner). Recording on the system will occur as soon as practicable post incident.
- All Accidents, violent incidents and near misses / dangerous occurrences - these will be recorded on the system within 48 hours of the event occurring or the school becoming aware of the incident (whichever is sooner), EXCEPT
- Over seven-day incapacitation of a worker incidents - these need to be recorded on the system on the eight consecutive day of the absence/next working day (whichever is sooner) after the event occurring
- Over three-day incapacitation of a worker incidents - these need to be recorded on the system on the fourth consecutive day of the absence/next working day (whichever is sooner) after the event occurring

11. Risk Assessments

Under the Management of Health and Safety at Work Regulations there is a requirement for all risks to health and safety to be assessed and for significant findings to be recorded. General risk assessments covering every day school activities are available on the school network, these include classroom risk assessments. Specific risk assessments are required for all activities which present additional risks not covered by the general risk assessments, such as educational visits, for swimming, and for moving and handling (see relevant procedures). In other situations, when a bespoke assessment is needed staff should follow the risk assessment procedure, using the risk assessment matrix in our risk management policy.

12. Health and Safety Monitoring

- Annual Fire Risk Assessment (FRA) and Health and Safety audits and termly monitoring visits are completed by Judicium at both schools. These are arranged by the DoFO. The outcomes of these visits are reported to Trustees six times per year via the Audit and Risk Committee (ARC).
- All incidents will be investigated by members of Senior Leadership Teams in the first instance, to identify any failures in the management of health and safety and referred to the DoFO if necessary. Where necessary reports will be submitted to the CEO and/or Trustees.
- Accidents are recorded in the Accident Book and added to SchoolPod and the Headteachers are sent alerts for any significant accidents who will carry out any immediate follow up action.
- The First Aid Lead from each school presents a summary of accident reports to the health and safety committee, so that they can identify any causes for concern and plan appropriate action.
- Routine inspections are carried out on the following equipment: PE equipment, moving and handling equipment, fire extinguishers, portable electrical appliances, fire alarms, emergency lighting, lightning conductors, heating appliances, hot and cold water systems, and any equipment that new regulations specifically mention.

13. Access to Policy Statement

All staff will be made aware of this policy during staff induction and relevant refresher training. It is available on the Intranet and website.