

HEALTH & SAFETY STATEMENT



inspire transform together

Policy Reference Number:	018
Category:	Risk Management
Authorised By:	Board of Directors
Version:	2020
Status:	Updated Autumn 2020

The Heath Academy Trust
Registered Address: St James First School and Nursery, Park Lane, Alderholt, Fordingbridge SP6 3AJ
Registered in England and Wales
Registration Number: 09809895

Contents

1.	STATEMENT OF INTENT	Page 4
2.	ORGANISATION	Page 4
2.1	Employer Responsibility	Page 4
2.2	Responsible Manager Responsibility	Page 5
2.3	CEO Responsibility	Page 5
2.4	Trust Health & Safety Director Responsibility	Page 5
2.5	Trust Health & Safety Co-ordinator/Officer Responsibility	Page 5
2.6	All Staff (Including Volunteers) Responsibility	Page 5
2.7	Health & Safety Committee	Page 6
2.8	Health & Safety Assistance & Advice	Page 6
	Appendix 1 - Trust Health & Safety Policy Statement	Page 7
	Appendix 2 - List of Named Staff with Health & Safety Responsibility Within the Trust	Page 8

Definitions

Note: these terms are standard throughout all policy documents and are designed to provide clarity.

Section 1: The MAT

"the Academy Trust" and "Trust"	mean the Heath Academy Trust Company.
"the Board"	means the Board of Directors of the Heath Academy Trust Company.
"the Directors"	refers to the group of (up to 12) Directors who make up the Board, and who are also the Heath Academy Trust's "Trustees" under charity law.
"Finance Committee"	refers to the Finance and Audit Committee formed by the Board to manage the financial affairs of the Trust.
"Accounting Officer"	is a role held by the Chief Executive Officer ("CEO") of the Trust, and one which includes a personal responsibility for the financial resources under the Trust's control. He/She is accountable for the Trust's financial affairs.
"Chief Finance Officer" (CFO)	is the Trust's finance director, and also the Trust Business Manager, to whom the Accounting Officer delegates responsibility for delivery of the Trust's financial processes and reports, and for the oversight and consolidation of the Academies' financial data.
"Trust Business Manager" ("TBM")	Fulfils the CFO role within the Trust, including compliance and statutory returns, as described in the Academies' Financial Handbook.
"Leadership Team"	is a team representing the Academies, consisting of the Headteachers and the CEO, and the TBM.

A full description of the positions listed, and their responsibilities, will be found in the current Academies' Financial Handbook.

Section 2: The Schools

"Academy"	One of the six schools making up the Heath Academy Trust.
"Academies"	All of the six Academies.
"School"	means an Academy within the Trust.
"Finance Officer"	The person responsible for the day to day management of an Academy's financial operations.
"Governor"	means a formally elected and appointed member of a School's Governing Committee (generally referred to as the LGC).
"Headteacher"	means the senior person at an Academy who may also be an Executive Headteacher and/or elected as a Director of the Board.
"School's Leadership Team"	A group within each School consisting of the Headteacher, senior staff and the Local Governing Committee.

Health & Safety Policy

1. STATEMENT OF INTENT

1.1 It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, local council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

1.2 Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons.
- Maintain control of health and safety risks arising from our activities.
- Comply with statutory requirements as a minimum standard of safety.
- Consult with all staff on matters affecting their health, safety, and welfare.
- Provide and maintain safe systems, equipment, and machinery.
- Ensure safe handling, storage and use of substances.
- Provide appropriate information, instruction, and supervision for everyone.
- Ensure staff are suitably trained and competent to do their work safely.
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries, and ill-health.
- Assess risks, record significant findings, and monitor safety arrangements.
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements.
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters.

1.3 Our health and safety management system has been developed to ensure that the above commitments can be met. All staff, governors and directors will be instrumental in its implementation. The Health and Safety Policy must be amended by each Trust School, at a local level, to include their own Health and Safety Requirements.

1.4 Electronic versions of all Trust policies referred to in this policy can be accessed on the Trust website www.heathacademytrust.com

2. ORGANISATION

2.1 Employer Responsibility

The overall responsibility for health and safety for The Heath Academy Trust schools outlined below is held by The Heath Academy Trust.

- Oakhurst Community First & Nursery School.
- Three Legged Cross First and Nursery School.
- St. Ives Primary & Nursery School.
- St. James' CE First School.
- St. Mary's CE First & Nursery School.
- Three Legged Cross First & Nursery School.

The Trust will:

- Ensure that health and safety have a high profile.
- Ensure adequate resources for health and safety are made available.
- Consult and advise staff regarding health and safety requirements and arrangements.
- Periodically monitor and review local health and safety arrangements.

2.2 Responsible Manager Responsibility

The responsible manager for each Trust school is the Headteacher of each school who will act to:

- Manage, advise and co-ordinate local safety matters.
- Develop a safety culture throughout the school and Trust.
- Consult staff and provide information, training, and instruction so that staff can perform their various tasks safely and effectively.
- Assess and control risk at their school as part of everyday management.
- Ensure a safe and healthy environment and provide suitable welfare facilities.
- Make operational decisions regarding health and safety.
- Ensure periodic safety tours and inspections are carried out.
- Ensure the school Health & Safety database is up to date and fit for purpose.
- Ensure significant hazards are assessed and risks are managed to prevent harm.
- Ensure staff are aware of their health and safety responsibilities.
- Periodically update governing bodies/Trust Board as appropriate.
- Produce, monitor, and periodically review all local safety policies and procedures.

2.3 CEO Responsibility

The Trust CEO will hold overall responsibility for Trust level safety matters.

2.4 Trust Health & Safety Director Responsibility

The Trust Health & Safety Director will manage, advise and co-ordinate at Trust level safety matters on behalf of, and under the direction of the CEO, in conjunction with the Trust Health and Safety Officer.

He/she is to work within their level of competence and seek appropriate guidance and direction from the CEO/Headteacher(s)/Trust Health & Safety Officer and/or RW Safety Solutions as required.

2.5 Trust Health and Safety Officer Responsibility

The Trust Health and Safety Officer will manage, advise and co-ordinate at Trust level safety matters on behalf of, and under the direction of the CEO, in conjunction with the Trust Health & Safety Director.

He/she is to work within their level of competence and seek appropriate guidance and direction from the CEO/Headteacher(s)/Trust Health & Safety Director and/or RW Safety Solutions as required.

2.6 All Staff (Including Volunteers) Responsibility

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school and Trust health and safety arrangements.
- Ensuring their own work area always remains safe.
- Not interfering with health and safety arrangements or misusing equipment.
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions.
- Reporting safety concerns to their staff representative or other appropriate person.
- Reporting any incident that has led or could have led to damage or injury.
- Assisting in investigations due to accidents, dangerous occurrences or near misses.
- Not acting or omitting to act in any way that may cause harm or ill health to others.

The responsibility of applying local safety procedures on a day-to-day basis rests with all staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed, and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

2.7 Health & Safety Performance Review

The purpose of the Trust's Health & Safety Performance Review is to assist in the assessment of safety related matters and provide appropriate support to the Trust and its employees. The Health & Safety Performance Review will take place annually to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Health & Safety staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents, and risk related matters.

The Health & Safety Performance Review consists of:

- Trust Health & Safety Director
- Trust Administrator/Health and Safety Officer
- Representatives from each school (paid member of staff)

2.8 Health & Safety Assistance & Advice

RW Safety Solutions is the competent source of safety guidance for the Trust as required under Reg 7 of the Management of Health & Safety at Work Regulations 1999. Where incident, issues or concerns arise beyond the level of understanding or knowledge in the Trust, then advice from RW Safety Solutions must be sought.

APPENDIX 1
TRUST HEALTH & SAFETY POLICY STATEMENT

The Board of The Heath Academy Trust, the employer of the staff who work in its schools, recognises and accepts its responsibility for providing a safe and healthy environment for the staff employed in the schools, for the children attending the schools and for visitors and contractors who come on to the school premises.

The Heath Academy Trust will take reasonable steps to fulfil these responsibilities within the framework of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999, as well as those other Regulations, Approved Codes of Practice, Guidance etc made under this legislation. The Heath Academy Trust will ensure that appropriate policies and procedures are in place and kept up to date.

To this end, The Heath Academy Trust will engage the services of an appropriate health and safety consultant to advise the staff of The Heath Academy Trust and its schools on all related matters and to provide The Heath Academy Trust with up-to-date information in relation to its health and safety responsibilities.

The responsibility for the implementation, monitoring and ongoing management of each school's Health & Safety Policy within The Heath Academy Trust rests with the Headteachers, who shall have responsibilities for ensuring effective management, so far as is reasonably practicable, of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Headteachers will work with the Trust and keep the Health & Safety Lead Director fully informed of all matters affecting the health, safety and welfare of staff, pupils, visitors, contractors and other persons under their responsibility.

Each and every member of staff at The Heath Academy Trust must recognise that, under the Act, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is reasonable, with their employer in fulfilling its duties under the Act and supporting legislation, as well as under The Heath Academy Trust's Health & Safety Policy and the specific Health & Safety Policy relating to the school in which they work.

The specific roles, responsibilities, organisation, and arrangements through which The Heath Academy Trust, headteachers and staff aim to fulfil the requirements, are set out in each individual school's Health & Safety Policy.

The Heath Academy Trust will ensure that sufficient resources are allocated to ensure, as far as is reasonably practicable, that employees, pupils, visitors, and contractors are kept healthy and safe.

The Heath Academy Trust will regularly monitor and review health & safety performance and standards at each academy within the Trust to ensure standards are continually met. A member of the Board will be nominated as the Health & Safety Lead Director and will be responsible for ensuring all health & safety requirements are robustly monitored and effectively managed with regular reporting back to the Trust.

Signed by Chair of The Trust Board:	Date:
Signed by Chief Executive Headteacher:	Date:

APPENDIX 2

LIST OF NAMED STAFF WITH HEALTH & SAFETY RESPONSIBILITY WITHIN THE TRUST

Trust CEO

School	Named Staff
Three Legged Cross First & Nursery School	Justine Horn

Trust Health & Safety Director

School	Named Staff
n/a	Andrew Risby

Trust Health & Safety Officer

School	Named Staff
Three Legged Cross First & Nursery School	Alice Hobby

Responsible Manager

School	Named Staff
Oakhurst Community First & Nursery School	Ann Clark
Sixpenny Handley First School	Rachael Musselwhite
St. Ives Primary & Nursery School	Laura Crossley
St. James' CE First School and Nursery	Jo Hudson
St. Mary's CE First & Nursery School	Roy Sewell
Three Legged Cross First & Nursery School	Justine Horn