Inspiring Futures through Learning

Health & Safety Policy

Valid From: September 2024
Review Date: September 2025

Policy name:		Health & Safety Policy
Version:		V3.3
Date relevant from:		September 2024
Date to be reviewed:		September 2025 *This policy will be reviewed annually unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.*
Role of reviewer:		IFtL Head of Operations
Statutory (Y/N):		Y
Published on website*:		3C

Policy level:**	1
Relevant to:	All employees through all IFtL schools and departments
Bodies consulted:	
Approved by:	IFtL Board of Trustees
Approval date:	29 August 2024

Key:

**** Publication on website:***

IFtL website		**School website**	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

***** Policy level:***

1. Trust wide:
   - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
     - *Approved by the IFtL Board of Trustees.*
2. Trust core values:
   - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore from the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
     - *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
     - *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*

3. School / department policies
   - These are defined independently by schools / departments as appropriate
     - *Approved by school / department governance bodies.*

Health and Safety at IFtL

Introduction

IFtL has overall responsibility for the management of health, safety and welfare of staff, pupils and visitors in its schools.

IFtL recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

IFtL will support its schools in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

The Finance and Resources Committee of the Board of Trustees of IFtL takes responsibility for monitoring of Health and Safety across the Trust including initiating and reviewing policies and procedures.

Although overall accountability for health and safety lies with IFtL, day-to-day responsibility for the health and safety of staff and pupils in individual schools is delegated to the Senior Leadership Teams of each school, who in turn will delegate particular functions to other staff, in particular the Premises Manager or Site Manager.

Health and safety overall is everyone's responsibility. We all have duties and obligations to ourselves and to each other to ensure that our workplace is a safe and secure environment.

The model policy below is required for adoption by all IFtL schools.

HEALTH AND SAFETY POLICY FOR IFtL SCHOOLS & ACADEMIES

NAME OF ACADEMY: Olney Infant Academy

1. General Statement of Intent

IFtL and the Senior Leadership Team of Olney Infant Academy undertakes to meet fully its responsibilities under the 'persons in control of premises' section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable health and safety legislation, to provide a safe and healthy working environment for employees and others, such as pupils, visitors and contractors. This includes, but is not limited to the development of effective risk management procedures, effective emergency procedures, access to competent persons for health and safety advice within the Trust, safe access and egress, safe plant and equipment. Details of how this will be achieved are given in the **Arrangements** section of this policy.

We will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, we will seek specialist external advice to determine the risks to health and safety in the establishment and the precautions required to deal with them. Persons nominated as internal health and safety representatives will receive training appropriate to the role.

The competent person across the IFtL Trust is Jason Smith, Head of Operations. For our school, our own competent person is Andrew McGinn

We will ensure provision of adequate instruction, training and supervision to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

Our health and safety obligations relate to pupils, contractors and members of the public as well as employees and governors of the school. The Senior Leadership Team will ensure that all stakeholders are considered within our policy.

We are committed to regularly reviewing and revising this policy to ensure that it accurately reflects our commitment to health and safety.

We are committed to ensuring adequate resources are made available in order to provide suitable and sufficient training and to help us achieve our health and safety objectives.

We are committed to ensuring that competent persons are available in our school to ensure that appropriate advice and guidance is available and know that additional advice and guidance can be sought from IFtL's Head of Operations.

Signed: Sarah Armitage Print: Sarah Armitage Date 1.9.24

(Headteacher on behalf of Senior Leadership Team)

Organisation of Health & Safety

2.1 Responsibilities of the Board of Trustees (carried out by their Finance and Resources Committee)

The Board of Trustees will ensure that:

a) The Health and Safety policy provided by IFtL is adopted by the Headteacher / Senior Leadership Team of each school.
b) Suitable and sufficient risk assessments of work activities are undertaken, and a written record of the assessments is kept.
c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
d) Regular termly safety inspections are undertaken.
e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
f) Health and safety is a standing item on all agendas.
g) An annual health and safety report is published.
h) A positive health and safety culture is established and maintained.
i) They keep up to date with new legal requirements and developments in health and safety practice

2.2 Responsibilities of the Head of Operations (IFtL)

The Head of Operations will:

a) Support the Board of Trustees in ensuring that their duties are carried out within all schools
b) Monitor and / or collate monitoring data for Trustees
c) Provide up to date and relevant support and guidance to schools regarding Health and Safety requirements

2.2 Responsibilities of the Headteacher/Principal

The Headteacher/Principal is responsible for day-to-day overall management of health and safety in the academy.

The Headteacher/Principal will ensure that:

a) The health and safety policy is regularly reviewed as necessary, at least annually, and that any suggestions for revisions are passed to IFtL via the Head of Operations.
b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments are kept and that the assessments are reviewed annually or upon change in circumstances.
c) For high-risk activities, safe systems of work are identified via a risk assessment and implemented appropriately.

d) Information and advice on health and safety is acted upon and circulated to staff, ~~and~~ governors and other site users.
e) Regular feedback is given to the Trust, via the Head of Operations, which is, in turn, reported to Trustees, as assurance that health and safety is being appropriately managed.
f) An annual report is provided to IFtL Trust Head of Operations.
g) There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined; they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
k) There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
l) Appropriate tasks are delegated to the Academy's Premises Manager[1] and other premises staff.
m) Accidents and incidents, including near-miss events, are sufficiently investigated and monitored for trends
n) They report to the HSE, within the stated timescales, any incidents or accidents as defined under RIDDOR. Any such notification should be discussed with the IFtL Head of Operations prior to reporting to the HSE.

2.3 Responsibilities of Senior Managers and Department Heads

a) Senior leaders may be required to undertake any of the Heads's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
b) Heads of department/faculty may be expected to oversee health and safety matters relating to their curriculum areas.

2.4 Responsibilities of the Premises Manager[1]

The Premises Manager will ensure that:

a) Safe means of access and egress are maintained.
b) The premises are kept clean and that adequate welfare facilities are provided.
c) Safe working arrangements are in place when contractors are working on the premises.
d) Adequate security arrangements are maintained.
e) Adequate fire safety arrangements are implemented.
f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
g) Adequate systems are in place for the management of asbestos and control of legionella.

[1] In some schools or academies this position may be known as Facilities Manager, Site Manager or Caretaker. This also relates to Cluster or Hub Managers, where in place, who will have overarching responsibility for their hub.

h) All premises-related accidents/incidents are recorded and investigated.
i) Regular inspections of the premises take place, with union safety representatives invited to take part.
j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.
k) A regular inspection, testing and maintenance regime is in place covering maintenance of buildings, grounds, car parks and play equipment.
l) All regular inspections, checks, tests and maintenance activities are appropriately documented and stored in the approved systems used by the Trust (Smartlog and Sharepoint)

2.5 Responsibilities of all Employees

All staff employed by the academy will ensure that:

a) They are familiar with, and comply with, the Health and Safety Policy.
b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
c) They report immediately, to the Headteacher / Principal or to their line manager any serious or immediate danger of which they become aware.
d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head teacher/ Principal or to their line manager.
e) There is no misuse of anything that has been provided for health and safety purposes.
f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.
g) They do not use unsuitable equipment or means of access to undertake tasks, particularly, but not limited to the use of chairs for gaining access to items at height.
h) They report to their manager if they are unfit to work safely due to ill-health, infectious diseases, medical conditions, the effects of medical equipment, drug use or the effects of alcohol.

2.6 Responsibilities of all Pupils

All pupils will be encouraged to follow safe working practices and observe safety rules.

All pupils will:

a) Follow all instructions issued by any member of staff in case of emergency.
b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
c) Inform a member of staff of any situation which may affect their safety or that of other pupils or staff.

2.7 Responsibilities of IFtL

As the employer, IFtL have overarching responsibility for all aspects of health and safety. In particular, IFtL will;

a) Ensure that the health and safety policy is kept up to date and is reviewed at least every 2 years.
b) Ensure that a suite of policies is maintained with reference to specific health and safety risks to include training, trips and visits, minibus management, traffic management and to ensure that schools have access to these policies.
c) Carry out an annual health and safety audit to include improvement plans for all sites within the IFtL estate.

2.8 Responsibilities of Local Governing Bodies (LGBs)

The management and monitoring of health and safety across IFtL is a function of the executive team, delegated as such by the Board of Trustees. LGBs should ensure that schools are following IFtL policy and procedures including health and safety. Governors are not required to oversee this function specifically within their schools though they are required to monitor the implementation of any recommendations made for improvement.

ARRANGEMENTS

3.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters.

Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees.

IFtL will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. IFtL will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union **Name of health and safety representative**

No recognised trade union representatives have been appointed

3.2 Health and Safety Committee

IFtL will endeavour to establish a Health and Safety committee with representatives from a cross-section of colleagues from across the MAT to ensure, not only compliance with the law, but also

the development of a positive health and safety culture within the workplace. IFtL recognises that when employees are actively engaged in Health and Safety, workplaces have lower accident rates.

3.3 Health and Safety Policies and Procedures

The following table sets out the provision for managing specific arrangements within the scope of the health and safety arrangements at the academy.

Area	How do we manage this
Risk Assessment	IFtL 'Risk Management Guidance' document outlines the expectations for risk assessment within academies. This is available in the Policies tile on the IFtL portal.
Health and safety training	The IFtL policy on health and safety training for schools is available in the Policies on the IFtL portal. Consultation should take place with employees to obtain feedback as to whether training is sufficient or whether further training is felt necessary.
Access to competent persons	IFtL's Head of Operations is a current IOSH member, qualified to Nebosh standards and is the main point of contact for H&S across the Trust. Each school should have access to an IOSH trained person on their own site or across their hub. Externally, we have support from Stone King, solicitors, via a retainer.
Contractor competency, vetting and management	The IFtL 'Control of Contractors' policy covers this for all schools. This is available in the Policies on the IFtL portal.
First Aid	The school have undertaken a first aid risk assessment to determine the risk level and the requirement for first aid supplies and the number of first aiders. All first aid appointed staff are trained to the appropriate level.
Accident & incident reporting and investigation	As per the IFtL First Aid, Accident Reporting and Recording policy, all staff accidents, contractor/visitor accidents and any serious pupil accidents are recorded on CPOMS or an appropriate alternative system. Day to day minor bumps and scrapes are recorded on CPOMS

	Any accident requiring investigation ***must*** be reported to the IFtL Head of Operations so that a Trust-led investigation can take place.
Monitoring and inspection of workplace facilities	The school undertakes a termly walk round of the building and site. The school also has a reporting system so that any staff member can alert the site manager to any issues noted on a day to day basis.
Audits	An annual health and safety audit is undertaken by the IFtL Head of Operations. These reports generate an action plan for improvements and are fed back to school leadership and to Trustees. Termly site visits are undertaken by the Trust to follow up on progress (see section 3.4 below)
Gas and heating systems	The school has a maintenance contract in place to ensure that boilers are serviced annually. Results of these visits are stored on the IFtL SharePoint portal within the Site Management tile.
Fire	IFtL have an overarching fire safety policy that sets out how fire safety should be managed in schools. The school has its own fire safety procedures that set out the school specific arrangements for fire safety. Fire risk assessments are reviewed annually, or sooner if circumstances dictate.
Asbestos	IFtL have an overarching asbestos management policy and provide a standardised logbook to all schools. The school has a procedure for managing the signing in of contractors who may come in to contact with asbestos containing materials. Staff that may come into contact with asbestos containing materials receive asbestos awareness training via Smartlog. All of this information is documented in the school's asbestos log. An individual Asbestos Management Plan is in place for each school. Annual asbestos inspections take place and are recorded in the asbestos log.

Legionella	IFtL have an overarching legionella and water systems management policy. The school has a site specific risk assessment of its water systems which is undertaken by Safewater. The school undertake a routine preventative maintenance program of monthly PPM tasks. This is supplemented by 6 monthly OR quarterly visits from Safewater who undertake aspects of the PPM and also monitor the efficiency of the school's PPM program.
Electricity	IFtL have an overarching electrical safety policy which covers electrical systems and portable electrical appliances. All schools undertake a 5-year condition report for electrical wiring which is available on the SharePoint portal. Annual PAT testing programs are undertaken with documentation also stored on the SharePoint portal.
Statutory maintenance and inspection	The school has an effective schedule of planned preventative maintenance to ensure that all statutory and recommended best practice checks and tests are undertaken. This process is managed by Smartlog and all documentation is stored electronically in the Site Management section on the IFtL portal site management section.
Security	The school has a set of safeguarding procedures to ensure that the building and the site remains a safe place for staff and pupils. These include; Signing in of all staff and visitors by and electronic system, Electronic access control to ensure that visitors cannot access areas without authorisation, A secure perimeter fence with regular weekly checks of its continued suitability undertaken by the site manager. Intruder alarms, CCTV and electronic access, including gates.
Stress	The school has access to OH services through Milton Keynes Occupation Health.

	Staff have full access to IFTL staff benefits package including discount on gym membership, cinema tickets, childcare vouchers, cycle to work scheme and employee assistance programme.
Trips and visits	The school undertakes efficient planning and risk assessment of all trips and visits. This is managed using the Plumsun online system. The school have a trained educational visits coordinator (from October 24) to oversee the planning of trips. Standard trips and visits are signed off by the Headteacher with any higher level, adventurous, residential, or overseas trips being approved by the visits manager at Plumsun. Feedback is given following all trips and visits to ensure a process of continuous improvement.
Traffic management	An overarching IFtL traffic management policy sets out how schools should undertake the management and monitoring of vehicle movements on and around sites. This is available in the Policies tile on the IFtL portal. The school has a procedure governing access and egress times relating to traffic movement and has assessed the risks associated with this.
Manual Handling	The school have a manual handling risk assessment and any staff involved in manual handling have undertaken training via Smartlog. All staff are considered in the risk assessment and for training including teachers, who may take books and work home, midday supervisors who may set up and take down furniture, cleaners and site staff.
Work at Height	The school have a work at height risk assessment and any staff involved in work at height have undertaken training via Smartlog. Teachers have been included as they are involved in creating displays, All other staff that may foreseeably work at height have also been included.
Display Screen Equipment	The school have assessed users of display screen technology and identified those that require display screen training and assessment.

	Training is allocated via Smartlog and a risk assessment is part of this process. Staff know who to speak to in school if they have concerns relating to DSE.

3.4 Audit and monitoring

To ensure that schools and academies are meeting their requirements with regard to health and safety, an audit and inspection program will be undertaken in addition to any internal audit and monitoring that takes place by school / Trust staff.

The Trust's head of operations will carry out a formal annual audit to ensure that objectives are being met and that action plans have been implemented. This will be followed up at termly support meetings to ensure that any assistance required in achieving objectives is available.

Periodically, an external consultant will be appointed to carry out a further audit to ensure that a fully independent assessment of arrangements is undertaken every 3-5 years although this timescale may be reduced dependant on circumstances.

3.5 Communication and Distribution

This policy should be personalised by the school and signed off by the Headteacher. Once this is complete, a copy of the Statement of Intent must be displayed in the Staffroom alongside the school's RPA certificate.

The policy should be uploaded to the SharePoint portal and shared with all staff. A record of how this is shared should be kept.

Sharing of the Health and Safety policy, along with other relevant policies, should form part of the induction process for new staff and this should be formally documented.

Schools should determine which other associated policies are required for further distribution to staff and should retain evidence of distribution. For example, all staff may need to read the Fire Safety Policy and the First Aid Policy but only some staff may need to read the Legionella Management Policy.

Headteachers and SLT should decide who needs to read which policies and ensure that they are assigned, and that distribution is recorded for evidence.

The Health and Safety Management System

Each school or academy within IFtL will follow the same overarching Health and Safety Management system (HSMS).

The principles of the HSMS are based on the Plan, Do, Check, Act cycle.

Plan

The 'Plan' phase is about understanding what we want to achieve. This is implemented by our suite of Health and Safety Policies including all sub-policies that sit under the main Health and Safety Policy.
The 'Plan' phase also includes communication with staff across the Trust.
Currently, all policy documents are stored on the IFtL SharePoint site and are accessible to all staff. As new policies are adopted or reviewed, communication is sent to headteachers and local Governing Boards to ensure that these policies are disseminated to staff within schools.

IFtL will endeavour to establish a Health and Safety committee to further involve staff in the planning stage.

Do

The 'Do' phase includes identifying our risk profile by building a risk assessment framework, identifying the risks applicable in each school and assessing those risks in a documented format. This phase also includes the active management of health and safety risks which is done via a system of preventative checks and tests. These checks and tests are planned and recorded on the Trust's Smartlog system.
The 'Do' phase also includes training of staff in line with our Training Policy. Much of this training is also recorded on Smartlog.
In addition, the collation and storing of maintenance and servicing data is managed via the IFtL SharePoint system and the Site Management Portal which also includes a compliance calendar, recording all of the key external compliance visits required for each school.

Check

The 'Check' phase includes the school's own internal audit and inspection program where termly site walks and HSMS reviews are undertaken as well as the annual audit and review undertaken by the IFtL Head of Operations.
These reviews are reported up to Trustees on an annual basis.
The 'Check' phase also includes accident and incident investigation, including the investigation of near-miss events, to further improve our learning and to feed into the 'act' phase.

Act

The 'Act' phase is about reviewing lessons learnt from the 'Check' cycle and ensuring that plans are revised and documents are revisited to improve the HSMS based on experience over time.
All schools should seek to improve Health and Safety performance and increase the effectiveness of measures based on lessons learnt.

Good practice and experiences should be shared across the Trust to ensure that lessons are learnt from each other as well as from a school's own experiences.