



**South East Cornwall Multi Academy Regional Trust**

# **Statement of Health, Safety and Wellbeing Policy**

<b>Date</b>	<b>Changes</b>
17/01/18	Policy adopted by the Trust Board
July '19	Policy reviewed
5/12/19	Approved by Trust Board

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# Contents

Introduction	3
Responsibilities	3
Trust Board	3
Client Manager	4
Local Governors	4
Headteacher	4
Management Staff	5
Employees	6
Volunteers	6
Students	6
Appendix 1	7

## Introduction

1. South East Cornwall Multi Academy Regional Trust recognises its legal and moral responsibilities to persons who may be adversely affected by the Trust's activities.
2. The Trust is committed to ensuring, by all reasonably practical means, the health, safety and wellbeing of its students, employees, volunteers, visitors and contractors involved with the activities of the Trust. The Trust will seek to ensure that its legal duties and policy objectives are complied with at all times.
3. All foreseeable risks associated with the Trust's activities will be identified and removed or controlled through a process of risk assessment and management.
4. All employees and volunteers will be given such information, instruction and training as may be necessary to enable the safe performance of their duties.
5. The Trust will seek to inform students' parents or carers of any health and safety issues relevant to their child.
6. The arrangements for health, safety and wellbeing are detailed in the Responsibilities section.
7. The Trust will ensure, as far as is reasonably practical, that this statement of policy, individual school policies and all supporting documents are kept up-to-date. A formal review and re-adoption will be carried out by no later than 1 September 2020.
8. The Trust expects staff to use common sense to inform their actions alongside agreed and accepted practice as laid down in this document. This is in acknowledgement that unplanned and unpredictable events can occur which go beyond anything that can be reasonably expected or planned for.

## Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and wellbeing across the Trust. The individuals and groups identified are expected to have read and understood the Trust's and their individual school's policies (see Appendix 1) and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them including ensuring their policy aligns with this document and ensuring any significant changes are ratified by the Trust Board. Named individuals at Trust Board level with specific responsibilities are listed in Appendix 1. Named individuals with school level specific responsibilities are listed in that school's policy.

## Trust Board

As employer and operator of the business, the Trust Board is responsible for setting the strategy and direction for health, safety and wellbeing across the TRUST, including publication of the Statement of Health, Safety and Wellbeing Policy, monitoring and reviewing delivery and performance in each school and identifying and prioritising resources to deliver their strategy. The nominated Trust Board Trustee will report at every Trust Board meeting on a report detailing the above from the relevant Client Manager.

## Client Manager

The Trust's Client Manager will support the nominated Trust Board Trustee and support individual schools in the delivery of their health, safety and wellbeing responsibilities.

## Local Governors

Local governors are given devolved responsibility from the Trust Board for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The Local Governing Committee will receive regular reports to enable them, in collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues.

The Local Governors will appoint a Health, Safety and Wellbeing Local Governor to receive information, monitor the implementation of policies, procedures and decisions and feedback on health, safety and wellbeing issues, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees.

The Health, Safety and Wellbeing Local Governor is identified in the school's policy and signs the policy in conjunction with the headteacher.

## Headteacher

The headteacher has responsibility for:

- Day-to-day management of all health and safety matters in the school in accordance with the health, safety and wellbeing policy;
- Nominating a lead person to ensure students with medical conditions are identified and properly supported in the school and to support staff who are implementing a student individual healthcare plan.
- Ensuring regular inspections are carried out; the person/s that will carry out the inspection each term are named in the school's policy.
- Submitting inspection reports, as appropriate, to the Local Governing Committee, the Health, Safety and Wellbeing Committee, the Client Manager and the Trustees;
- Ensuring action is taken on health, safety and wellbeing issues;
- Passing on information received on health and safety matters to appropriate people;
- Carrying out accident investigations;
- Chairing the school's Health, Safety and Wellbeing Committee;
- Identifying and facilitating staff training needs;
- Liaising with local governors on policy issues and any problems in implementing the health and safety policy, escalating where necessary;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health and safety matters;
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that their employer's health and safety policy is complied with.

- Ensure that the annual medical needs/asthma audit is updated annually or when an in-year child is admitted and that all medical information is passed on to the relevant staff.

The persons responsible for liaising with contractors undertaking major works in order to ensure that the risk due to having contractors on site is monitored and controlled are to be named in the school's policy.

The persons appointed with the authority of the headteacher to request action from the Contractor where conditions are considered to be unsafe are to be named in the school's policy.

## **Management Staff**

Management staff have responsibility for:

- Day-to-day management of health, safety and wellbeing in accordance with their school's health and safety policy;
- Drawing up, reviewing regularly and communicating their departmental or subject-specific procedures;
- Carrying out regular inspections and making reports to the headteacher;
- Ensuring action is taken on health, safety and wellbeing issues;
- Arranging for the provision of staff training and protective equipment;
- Passing on to all relevant people all health, safety and wellbeing information;
- Acting on reports from staff, the headteacher, local governors, the Client Manager or Trustees;
- Ensuring that all necessary risk assessments are being carried out by, and shared with, all relevant staff (e.g. through standing item on department staff meeting agenda).

## Employees

All employees have a general responsibility, so far as reasonably practical, to ensure the health, safety and wellbeing of themselves and others who may be affected by anything they do or fail to do. In particular, employees have a responsibility for:

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring that they undertake all relevant risk assessments involving their students, support staff, themselves, and where relevant, contractors, visitors or members of the public.
- Ensuring protective equipment is appropriate, suitable, sufficient and used whenever needed;
- Participating in inspections and engaging with the relevant staff and the Health, Safety and Wellbeing Committee, as appropriate;
- Bringing problems to the relevant manager's or responsible person's attention;
- Following DfE guidance for violent students ([guidance](#));
- Reading the poster 'Health and Safety Law - what you need to know', which is displayed in each school.

In addition, all employees have a responsibility to co-operate with the employer on matters of health, safety and wellbeing.

## Volunteers

All volunteers have a general responsibility, so far as reasonably practical, to ensure the health, safety and wellbeing of themselves and others who may be affected by anything they do or fail to do.

Volunteers have a responsibility to act in accordance with the school's policies and procedures for health, safety and wellbeing and to report any incident or defective equipment to a member of staff immediately.

Volunteers are expected to act only under the supervision of a qualified teacher or member of SLT when working with students.

Volunteers are also expected to read and implement the staff code of conduct supplied to them.

## Students

Student health, safety and wellbeing remains the responsibility of those adults providing supervision.

Through their curriculum and other suitable opportunities, students will be educated in the fundamentals of being healthy, staying safe and developing a culture of long term wellbeing, including through the identification and management of risk.

## Appendix 1

A. The person on the Trust Board with specific responsibilities for Health, Safety and Wellbeing is the Trust Board Chair pending further recruitment.

B. Policies for each school can be found here:

Dobwalls Primary School	<a href="#">Health and Safety Policy</a>
Landulph Primary School	<a href="#">Health and Safety Policy</a>
Liskeard School and Community College	<a href="#">Health and Safety Policy</a>
Looe Community Academy	<a href="#">Health, Safety and Wellbeing Policy (incorporating Medical Needs)</a>
Saltash Community School	<a href="#">Statement of Safety Policy</a>
Trewidland Primary School and Pre-School	<a href="#">Health &amp; Safety Policy</a>