



# Health and Safety Policy Statement and Organisation

<b>Audience:</b>	All Crofty staff
<b>Reviewed:</b>	July 2023
<b>Consulted:</b>	July 2023
<b>Adopted:</b>	Sept 2023
<b>Other related policies / procedures</b>	<p>Health and Safety Policy Statement and Organisation</p> <p>AssessNET reporting procedures</p> <p>Crofty Food Policy</p> <p>Crofty PEEP</p> <p>Display Screen Equipment checklist</p> <p>Crofty Minibus Policy</p> <p>Crofty Lone Worker Policy</p> <p>Crofty Educational visits and school trips policy</p> <p>Crofty Near Miss Policy</p> <p>Infection control</p>
<b>Owner</b>	Crofty Estates
<b>Policy / procedure model</b>	MAT and school policy: all Crofty schools use this policy

### Crofty MAT offices

Garras Primary School	Godolphin Primary School
Halwin Primary School	Illogan School
Lanner School	Par Eglos Primary School
Pencoy's Primary School	Pennoweth School
Porthleven Primary School	Portreath Primary School
Rosemellin Primary School	Roskear School
Sithney Primary School	Trannack Primary School
Treloweth Primary School	Weeth Primary School

### Equality Impact Assessment

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken inclusive of protected characteristics.	√
Adjust the policy to remove barriers identified by the EIA or better promote equality.	√

## Health and Safety Statement

The Trust recognises it has a legal duty of care to its employees, pupils and others who may be affected by the Trust's activities. It also recognises the management of health and safety is a business-critical function. We as a Trust will endeavour to:

- Ensure an up-to-date copy of the Health and Safety Policy is available for staff, contractors and visitors to view at all times.
- Effectively communicate the contents of the Health and Safety Policy and related policies and arrangements.
- Monitor for continuous improvement in our health and safety performance by setting targets consistent with the aims of the Health and Safety Policy.
- Routinely monitor and report to the Board of Trustees, who will ensure that the necessary resources are provided to support the Policy fully.
- Ensure that all personnel, employees, or contractors are aware of their delegated health and safety responsibilities and are fully trained and competent to undertake the task asked of them.
- Ensure the Trust complies with current legislation regulations and standards and codes of practice.
- Communicate with employees on all matters affecting their Health Safety and Wellbeing.
- Carry out a regular review of all risk assessments, identifying proportionate and pragmatic solutions ensuring the risk is reduced.
- Encourage all staff, contractors and visitors to identify and report all hazards so that we can all contribute towards improving safety throughout the Trust.
- Maintain our premises, providing and maintaining safe plant and equipment ensuring a safe working environment for all.
- Ensure our emergency procedures are in place across the Trust for dealing with all health and safety and safeguarding issues.
- Where risks cannot be eliminated, they will be minimised by substitution, the use of physical controls or safe systems of work or as a last resort through use of personal protective equipment.
- Ensure employees undertake training, where required, to ensure they can carry out their duties in a safe manner.
- Provide and maintain safe routes of access/egress.

The Health and Safety Policy Statement and Organisation will be reviewed annually and revised as necessary to reflect changes to the Trust activities or any changes to legislation. Any changes to the Policy will be presented to the Board of Trustees. This will then be brought to the attention of all employees, visitors, contractors of the Trust.

This policy operates in conjunction with the following Trust procedures:

- Lockdown, Evacuation or Bomb Threat Procedures
- Personal Emergency Evacuation Plan
- Visitor Policy
- Staff Wellbeing Policy
- Infection Control Policy
- Whole-School Food Policy and Allergens and Anaphylaxis Policy
- Supporting Pupils with Medical Conditions Policy and Administering Medication Procedures
- Data Protection Policy
- Minibus Procedures

## **Roles and responsibilities**

### **The Employer**

Crofty Multi Academy Trust is the employer.

The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health, safety and wellbeing of students, staff, visitors and contractors.

### **Trustees**

The Trustees have overall responsibility for ensuring that Crofty Multi Academy Trust's statutory obligations in respect of health and safety are met. They will in particular:

- Monitor the effectiveness of the Trust's health and safety policies and the safe working procedures described within them and shall revise and amend them yearly.
- Identify all employees having direct responsibility for safety matters and other employees who are specifically delegated to assist the Trustees and Headteachers in the management of health and safety at each of our schools. Such delegated responsibility must be defined as appropriate.
- Carry out an annual health and safety performance review of this policy.

### **Chief Executive Officer**

The Chief Executive Officer has responsibility for implementing this policy within each school in the Trust. They will:

- Ensure that satisfactory arrangements exist within each school for meeting those obligations.
- Have arrangements in place to draw the attention of all employees to the Trust's Health and Safety policies and procedures and of any relevant safety guidelines and information.

The Chief Executive delegates the function of the day-to-day coordination of health and safety arrangements to the Estates Manager.

### **Estates Manager**

The Estates Manager is the designated Health and Safety Officer for the Trust and has the delegated function of the day-to-day coordination of health and safety arrangements from the Chief Executive Officer.

They will coordinate all arrangements for the dissemination of information and for the instruction of employees, pupils, contractors and visitors on safety matters and make recommendations on the extent to which staff are trained. This will include:

- Making arrangements for informing employees, children and pupils of relevant safety procedures and appropriately inform all other users.
- Ensure that regular safety inspections are undertaken throughout all Trust Schools.
- Undertaking annual reviews of the overall Health and Safety Policy and risk assessments, COSHH Assessments.
- Supporting the Trustees by working with the schools to ensure that employees with control of resources, both financial and other, give due regard to Health and Safety.
- Supporting the Trustees by working with the schools to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are

established which enable the Trust to fulfil its Health and Safety obligations. Ensuring all approved contractors are duly qualified and competent to carry out the task asked of them.

- Making arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all employees within the Trust as necessary. Ensuring all RIDDOR reportable accidents are reported in a timely manner.
- Ensuring the Headteachers are carrying out the implementation, monitoring and development of all Health and Safety policies within the school.
- Monitoring general advice on safety matters by relevant bodies and giving advice on its application to the Board of Trustees and schools.
- Driving the implementation of all relevant Health and Safety policies and procedures throughout the Trust. Monitor as required.
- Investigating any specific Health and Safety issues identified within the Trust schools: taking or recommending, as appropriate, remedial action in a timely manner.
- Coordinating arrangements for the design and implementation of safe working procedures and practices throughout the Trust.
- Carrying out regular safety audits of the schools and their activities and make recommendations on methods of resolving any issues identified within the report.
- Ensuring that each school has arranged for the withdrawal, repair, or replacement of any item of furniture, fitting or equipment identified as being unsafe.
- Monitoring the activities of third-party contractors present on Trust sites and report any safety concerns to the relevant parties.
- Monitoring each school's progress, compliance level and report any areas of concern to the Chief Executive Officer and the Trustees.

### **Headteachers**

Each Headteacher is responsible in their school for:

- The internal management and implementation of the Trust and individual school's Health and Safety Policy and procedures.
- Ensuring safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other equipment and apparatus.
- Ensuring that the Health and Safety training needs of all staff are identified, and appropriate training provided.
- Ensuring that sufficient and appropriate Risk Assessments are carried out and effective control measures are put in place and implemented by staff, contractors, visitors and volunteers.
- Ensuring that parents are kept informed on any Health and Safety issues and procedures in place to effectively manage Health and Safety within the school.
- Providing an annual Health and Safety Summary Report to the Trust.
- The health, safety and welfare of staff, students/pupils, visitors, contractors and any other person using the school premises.
- Arranging for appropriate supervision of students/pupils by carrying out periodic safety reviews and audits.

Headteachers cannot delegate these responsibilities – but they may delegate the carrying out of these tasks to a suitable person within the school.

## **Employees**

All employees must ensure they:

- Take reasonable care of their own safety.
- Take reasonable care of the safety of others affected by their actions.
- Observe all safety rules.
- Write a risk assessment or follow a risk assessment for activities/events and or seek advice from Headteacher/Premises Manager/H&S officer.
- Comply with the Health and Safety Policy.
- Conform to all written or verbal instructions given to them to always ensure their personal safety and the safety of others.
- Dress sensibly and safely for their working environment or occupation.
- Conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks.
- Use all safety equipment and/or protective clothing as directed at all times.
- Visually inspect all equipment before they use it – or allow it to be used.
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report defects to their supervisor in a timely manner.
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor.
- Report all accidents or near misses to their supervisor whether an injury is sustained or not.
- Attend as requested any health and safety training courses and meetings.
- Observe all laid down procedures for processes, materials and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes and muster points.

## **Visitors, Contractors and Volunteers**

All visitors and other users of the school premises are expected, as far as reasonably possible, to observe the Health and Safety policy and comply with the Crofty MAT Code of Conduct of the Trust and Visitors Policy. It is the responsibility of contractors and their employees to read and comply with the Trust Health and Safety Policy.

All visitors must always sign in at Reception and wear an identification badge. Visitors must hand back their identity badge and sign out when they leave.

No mobile telephones or cameras are to be used on school property at any time, without the express permission of the Headteacher/Estates Manager/SLT.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (CEO)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Chair of Trustees)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Estates Manager)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher)

Garras, Godolphin, Halwin, Trannack & Sithney

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Illogan

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Lanner

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Parc Eglos

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Pencoys

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Pennoweth

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Porthleven

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Portreath

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Rosemellin

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Roskear

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Treloweth

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ (Headteacher) Weeth