



## Excalibur Academies Trust

### Health & Safety Policy

Title:	Health and Safety Policy
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Application:	This policy applies to all Excalibur Academies Trust employees including agency & casual staff.



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## I. Statement of Intent

### Policy Statement

The Excalibur Academies Trust considers the effective management of Health and Safety matters to be of prime importance. As such, it undertakes to provide, so far as reasonably practical, a safe, healthy, and sound workplace, meeting the requirements of the Health and Safety at Work et. Act 1974.

The CEO has overall responsibility for health and safety matters and undertakes to ensure that the Trustees, Principals, Managers and Supervisors consider the implications of all its decisions and regularly reviews H&S issues. Excalibur will commit sufficient resources and effort to ensure their obligations are met. This includes the appointment of competent persons and advisors.

The Board of Trustees accepts that it has a responsibility to take all reasonably practicable steps to secure the health, safety and wellbeing of students, staff and others using the academy premises or participating in academy related activities, by preventing or reducing the possibility of:

- harm, injury and ill-health to children, employees, parents, contractors, visitors to the school and members of the general public;
- damage to property, plant, machinery, equipment, tools, and other materials;
- harm to the environment.

The Plan, Do, Check and Act approach will be used, using HSG65 as guidance, as far as reasonably practicable.

The Board of Trustees believes that the prevention of unsafe incidents, accidents, personal/collective injury or loss is essential to the efficient operation of the academy; it further believes that a secure and safe environment is part of the good education of its students, applying ISO45001 standards as far as reasonably practicable.

The Board of Trustees will take all reasonable steps through its employees to identify hazards and reduce them to a minimum. Employees are expected to work safely, to ensure the safety of themselves, colleagues or anyone affected by their work, and not to interfere with or misuse anything Excalibur provides for their Health and Safety. Moreover, all employees have a duty to adhere to the letter and spirit of this policy and report to management any conditions or practices that pose an unacceptable risk to human Health and Safety.

The responsibility for implementing this Policy lies with all Trustees, Principals, Managers and Supervisors.

This document should be read in conjunction with each academy's Local Health and Safety Procedure.

Signature:  
Nicky Edmondson  
CEO

Date:



## 2. Roles & Responsibilities

### 2.1 Duties of the Board of Trustees

The Board of Trustees, through the Chief Executive Officer, will:

- (i) maintain an up-to-date knowledge of Health and Safety legislation and practices;
- (ii) ensure that there is an effective and enforceable set of policies for the provision of Health and Safety throughout each academy;
- (iii) periodically assess the effectiveness of these policies and ensure that any necessary revisions are made;
- (iv) identify and evaluate all risks relating to:
  - premises;
  - activities;
  - related events;
- (v) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students, and others;
- (vi) create and monitor the management structure for full compliance with Health and Safety requirements.

In particular, the Board of Trustees, through the Chief Executive Officer of Excalibur Academies Trust, undertakes to provide, in conjunction with the relevant authorities:

- a safe place for staff and students to work including safe means of entry and exits;
- plant, equipment, and systems of work which are safe;
- safe arrangements for the handling, storage and transportation of articles and substances;
- safe and healthy working conditions which take account of all appropriate:
  - statutory requirements;
  - codes of practice whether statutory or advisory;
  - guidance whether statutory or advisory.
- supervision, training, and instruction so that all governors, staff, and students can perform academy-related activities in a healthy and safe manner. All staff will receive Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students, and others, then the Board of



Trustees will ensure that such training is provided. Students will receive such training as considered appropriate to the academy-related activities which they are carrying out. All training will be regularly updated;

- necessary safety and protective equipment and clothing together with information on its use;
- adequate welfare facilities.

So far as is reasonably practicable the Board of Trustees, through the Academy Principals, will make arrangements for all staff including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- (i) this policy;
- (ii) all other relevant Health and Safety matters;
- (iii) the instruction and training that will be given to all employees in order that they may conduct their duties in a safe manner without placing themselves or others at risk.

## **2.2 Duties of the Chief Executive Officer**

The Chief Executive Officer has overall accountability for ensuring that Excalibur's Health and Safety Policies are implemented.

## **2.3 Duties of the nominated Health and Safety Trustee**

The Health and Safety Trustee has responsibility for monitoring the implementation of Health and Safety and will report to the Board of Trustees annually.

## **2.4 Duties of the Audit Committee**

The Trustees of Excalibur Academies Trust have established a committee of the Trustees under Articles 100 and 101 of its Articles of Association to be known as the Audit Committee (the committee).

As part of its delegated duties The Committee will:

- ensure that appropriate Health and Safety policies and procedures are in place and adhered to;
- monitor and review Health and Safety issues on a regular basis, drawing any matters to the attention of the Chief Executive Officer.

## **2.5 Duties of the Academy Committees**

Each academy has an Academy Committee with a set of key responsibilities including behaviour and attendance, extra-curricular provision, personal development including welfare and culture, vision and ethos. The Academy Committee must appoint a Health & Safety Governor whose role is to understand the Trust's Health & Safety policy and the procedures and practices in school.



To assist the Board in monitoring that the school is carrying out all its Health & Safety duties and ensure any deficiencies are promptly brought to the attention of the Health and Safety Trustee.

To support and challenge the principal by asking the following questions:

- are we compliant?
- are we improving our processes?
- is there evidence of impact?

This must be done using the Health and Safety annual audit alongside the schools Computer Assisted Facilities Management (CAFM) system. The governors annual report, using the Microsoft forms template, must be filed with the Head of Estates before the end of Term 4.

Appropriate training, guidance and support will be provided by the Trust. The Health & Safety Governor is not responsible for identifying Health & Safety risks or their mitigation.

Statutory policies are the responsibility of Excalibur Academies Trust's Board of Trustees.

The Governors do not:

- (i) write, review, or approve school policies;
- (ii) undertake independent health and safety audits or premises checks, even if the governor has relevant professional experience;
- (iii) discuss details of premises work.

## **2.6 Duties of the Academy Principals**

The Academy Principal has responsibility for the day-to-day maintenance and development of workplace precautions, safe systems of work and conditions for all staff, students, visitors, and any other persons using the premises or engaged in activities sponsored by the academy and will take all reasonably practicable steps to achieve this end.

The Principal is required to take all necessary and appropriate action to ensure that the Excalibur Health and Safety standard is maintained at all times, giving strategic direction, advice, assurance, and guidance within the academy.

In particular, the Principal will, on a day-to-day basis, be responsible for:

- (i) ensuring that at all times the Health, Safety and Wellbeing of staff, students and others using the academy premises or facilities or services or attending or taking part in academy-related activities is a priority;
- (ii) ensuring safe working conditions of the academy premises and facilities, including but not limited to all equipment being installed appropriately and maintained in a safe condition;



- (iii) ensuring all required Health and Safety procedures are in place and updated with local information;
- (iv) ensuring safe working practices and procedures throughout the academy so that all risks are controlled;
- (v) arranging safe systems of work and comprehensive risk assessment to allow the prompt and accurate identification of potential hazards, and where appropriate ensure that the Board of Trustees is made aware of the findings;
- (vi) identifying the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in Health and Safety matters;
- (vii) ensuring that any defects in the premises, its plant, equipment, or facilities which relate to, or may affect, the health and safety of staff, students and others are made safe in a timescale commensurate to the risk by liaising with the Premises Team through the School Based Managers;
- (viii) collating accident and incident information and, when necessary, carry out accident and incident investigations;
- (ix) monitoring the standards of Health and Safety throughout the academy, including all academy-based activities;
- (x) monitoring the Health and Safety management structure, in consultation with the CEO or Head of Estates;
- (xi) consulting with members of staff, including Trade Union safety representatives, on Health and Safety issues;
- (xii) encouraging staff; students and others to promote health and safety.

These actions can be delegated to another member of staff however, that does not negate the responsibility of the principal.

## **2.7 Duties of the Head of Estates**

Although holding no individual academy responsibility for Health and Safety the Excalibur Head of Estates is responsible for:

- (i) Excalibur policy updates and setting the model for all Excalibur academies to follow;
- (ii) reviewing of Health & Safety performance across the trust including accident/incident statistics 6 monthly;
- (iii) reviewing, assist or support in the management of Health & Safety as required across the trust;



- (iv) reviewing Excalibur & academy policies and procedures to ensure these are current and effective;
- (v) the continued communication with Worknest and Delegated Services regarding school compliance.

The Health & Safety lead will report three times a year to the Audit Committee on Health and Safety.

## **2.8 Duties of the School Based Managers with delegated responsibility for Health and Safety** (for example, School Business Managers, Finance, H&S Coordinator, Premises Manager)

In addition to the general duties which all members of staff have, the School Based Managers are required to take all necessary and appropriate actions to ensure that the proper Health and Safety standard is maintained at all times.

In particular, the School Based Managers will be responsible for:

- (i) carrying out Health and Safety audits as part of a team, identify issues and follow up by producing the relevant documentation and procedures;
- (ii) implementation of safe working practices and conditions for all staff, students, visitors and anyone else using the premises;
- (iii) monitoring the standards of Health and Safety, including all academy-based activities;
- (iv) assisting the Principal in any way appropriate to achieve management of day-to-day Health and Safety;
- (v) encouraging staff, students and others to promote Health and Safety;
- (vi) when awarding contracts Health and Safety is included within the specification and that contractors are supplied with a copy of the H&S Policy;
- (vii) a copy of the H&S law poster is displayed in a prominent and accessible location.

## **2.9 Duties of the Premises Managers – Site Managers or Caretakers**

In addition to the general duties which all members of staff have the Premises Managers, Site Managers and Caretakers have responsibility for:

- (i) the scheduling associated with Health and Safety and will take all reasonably practicable steps to achieve this end;
- (ii) ensuring the practical application of Excalibur policy arrangements and a good working understanding of key risks including fire safety, legionella, asbestos, electrical safety, contractor management, gas safety, COSHH, working at height, manual handling & vehicle safety;





- (iii) ensuring day to day site safety through regular facility checks and effective management of contractors;
- (iv) ensuring all programmed safety checks and tests are carried out as detailed and recorded once completed on the facilities management system;
- (v) notifying the principal of any safety issues that cannot be resolved immediately or need further action;
- (vi) maintaining fire logbook and premises files with all relevant certificates to ensure proof of compliance;
- (vii) ensuring site security including gated access, door entry systems & CCTV systems are fully operational;
- (viii) ensuring work activities are assessed for risk, planning work activities in order to minimise the risk of accident or ill health to employees, non-employees, and any identified at-risk groups such as young persons and expectant mothers;
- (ix) ensuring risk assessments are followed and highlighted control measures are implemented. Includes effective use of PPE where identified;
- (x) informing relevant persons of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy, and that extra resources are identified to maintain compliance;
- (xi) ensuring that responsibilities for safety, health and wellbeing are properly assigned, communicated, and understood by employees within their area of control.

## **2.10 Duties of the Dedicated Safeguarding Lead (DSL)**

The DSL will administer and manage student welfare, safeguarding and any specified matters as identified by the principal. The principal will liaise with the DSL and H&S Lead or Coordinator so that the relevant activities or procedures will improve child protection and welfare.

Example:

- (i) first aid, including student mental health and wellbeing;
- (ii) trips and expeditions;
- (iii) coaching activities;
- (iv) e-safety.

Policies relating to safeguarding and child protection should make reference to Health and Safety issues as appropriate.



## 2.11 Duties of staff with Line Management responsibility

In addition to the general duties and responsibilities which all members of staff have supervisory staff will be directly responsible to the principals or the member of staff nominated by the CEO, to have overall day-to-day responsibility for the implementation and operation of the academy's Health and Safety Policy within their relevant departments and areas of responsibility.

As part of their day-to-day responsibilities, they will ensure that:

- (i) safe methods of working exist and are implemented throughout their area(s) of responsibility;
- (ii) Health and Safety regulations, rules, procedures, and codes of practice are being applied conscientiously and effectively;
- (iii) staff, students, and others under their jurisdiction are instructed in safe working practices;
- (iv) new employees working within their area are given recorded instruction(s) in safe working practices;
- (v) risk assessments are conducted in all areas of responsibility as required by the Board of Trustees or as necessary;
- (vi) regular safety inspections are made in all areas of responsibility as required by the Board of Trustees or as necessary;
- (vii) positive, corrective, and immediate action is taken where necessary to ensure the Health and Safety of all staff, students, and others;
- (viii) all plant, machinery, and equipment in every department in which employees work is adequately guarded, in full and safe working order and restricted to authorised persons only;
- (ix) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (x) hazardous and highly flammable substances in the department in which they work are correctly stored, labelled and exposure is minimised;
- (xi) they monitor the standard of Health and Safety throughout the department in which they work and encourage staff, students, and others to achieve the highest possible standards of Health and Safety;
- (xii) all Health and Safety information is communicated to the relevant persons;
- (xiii) they report any Health and Safety concerns to the Academy Principal, CEO, or delegated representative.



## 2.12 Duties of all Employees and Volunteers

All staff are expected to familiarise themselves with the Health and Safety aspects of their work.

- (i) Your duty: it is your contractual duty whilst at work to take reasonable care for your own safety and for that of others who may be affected by your acts or omissions.
- (ii) Legal responsibilities: Employees and Volunteers must co-operate with employers and co-workers to help everyone to achieve a safe environment.
- (iii) Extra precautions: There may be special precautions, codes of conduct or specific instruction relating to your use of particular equipment and substances. You should familiarise yourself with these and observe them at all times.
- (iv) Safety awareness: All employees are expected to adopt a safety conscious attitude and be aware of the circumstances which can cause accidents. You should, therefore, report immediately any hazards or potential hazards in your workplace to the site team or School Business Manager.
- (v) Health and Safety Equipment: Ensure Health and Safety equipment is not misused or interfered with.
- (vi) Machinery: Only use machinery; equipment; substances; transport equipment in line with training and instruction provided.
- (vii) Safety: Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures, Health and Safety policy arrangements, safe systems of work, and safety rules with regard to their working practices.
- (viii) Be appropriately dressed for the particular working conditions and activities.
- (ix) Lifting: As serious injury, especially to the back, can result from incorrect lifting, you should familiarise yourself with the correct method of lifting heavy objects.
- (x) Workplace: You should endeavour to keep your workplace in a tidy state at all times. Care should be taken to ensure that cupboard doors and desk drawers are not left open unnecessarily. Special care should be taken to ensure that rights of way and escape routes are never obstructed.
- (xi) Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others.
- (xii) Reporting accidents: You must report any accident which occurs at your place of work – however trivial it appears to be. You may obtain an accident report form from the Academy School Office, Reception or School Nurse.



- (xiii) First aiders: The names of First Aiders are posted on the notice boards. If you, another member of staff or a student requires attention an appointed First Aider should be contacted. Where necessary, a person requiring treatment should be taken to the sick room. It is the First Aider's responsibility to assess the situation and decide the correct course of action.
- (xiv) First aid boxes: These are located at various areas around the schools, student services, prep rooms and academy reception and may only normally be opened by qualified First Aiders. Neither First Aiders nor any employees are permitted to dispense pharmaceutical products including aspirin and related products. In cases of serious illness or injury you should telephone for an ambulance if deemed necessary. The Principal should be kept notified.
- (xv) Fire procedures: You must comply with the Trust's fire regulations, fire drill practices and procedures. Copies of relevant standards are on all notice boards and at other strategic places throughout the Academy.
- (xvi) Electrical equipment: Equipment which does not require continuous operation should be switched off when not in use and disconnected from the main electricity supply at the end of the day. On no account should you carry out any adjustments to electrical equipment. In the event of a fault developing, the equipment should be switched off and the Site Manager or School Business Manager notified of the details. You must not use any electrical equipment that has not been tested at the Academy without the permission of the Principal, Site Manager or School Business Manager.
- (xvii) Breach of health and safety regulations: In certain circumstances, breaches of health and safety regulations and/or law and/or these Health and Safety at Work Rules may constitute gross misconduct and may result in instant dismissal and possibly civil or criminal proceedings. In any event a failure to comply with the appropriate standards will render an employee liable to disciplinary action.

Each school or site will document local arrangements for the management of Health and Safety including any specific roles or responsibilities, and names Health and Safety management team representatives.

### **2.13 Hirers, Contractors, and Others**

The Board of Trustees will require hirers, contractors and others who use the academy premises to conduct themselves, and to carry out their operations, in such a manner that all Statutory and Advisory safety requirements are met, at all times.

When the premises are used for purposes not directly under the direction of the Academy Principal, then the persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 5.0 of this document and are fully responsible to the Academy Principal and Board of Trustees for so doing.

When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with all requirements of this section.



When the premises are hired to persons outside the employ of the Board of Trustees, it will be a condition of all hirers, contractors and others using the academy premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Board of Trustees and that they will not, without the prior consent of the Board of Trustees:

- (i) introduce or allow the introduction of equipment for use on the academy premises without the knowledge and consent of the competent person e.g., the School Business Manager, or the Academy Principals. The Academy Principals are to inform the Premises Managers, Site Managers, or Caretakers if equipment is to be introduced onto Academy Sites;
- (ii) alter fixed installations;
- (iii) remove fire and safety notices or equipment;
- (iv) take any action that may create hazards for persons using the premises or the staff or students of the academy;
- (v) commence any activity until adequate Risk Assessments have been completed and approved by the responsible person(s). A record of Risk Assessments is to be kept.

All Contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Academy Principal will take such actions as are necessary to prevent persons in his or her care from risk of injury. This will require the contractor to stop work or leave the site until the matter is resolved.

The Board of Trustees will draw the attention of all users of the academy premises (including hirers and contractors) to **Section 8 of the Health and Safety at Work Act 1974**, which states that “no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare”.

### 3. Arrangements

#### List of procedures

All arrangement documents are available on the Health & Safety SharePoint site.

Accessibility Procedure
Accident/Incident Reporting
Asbestos Management
Bodily Fluid Spillages
COSHH



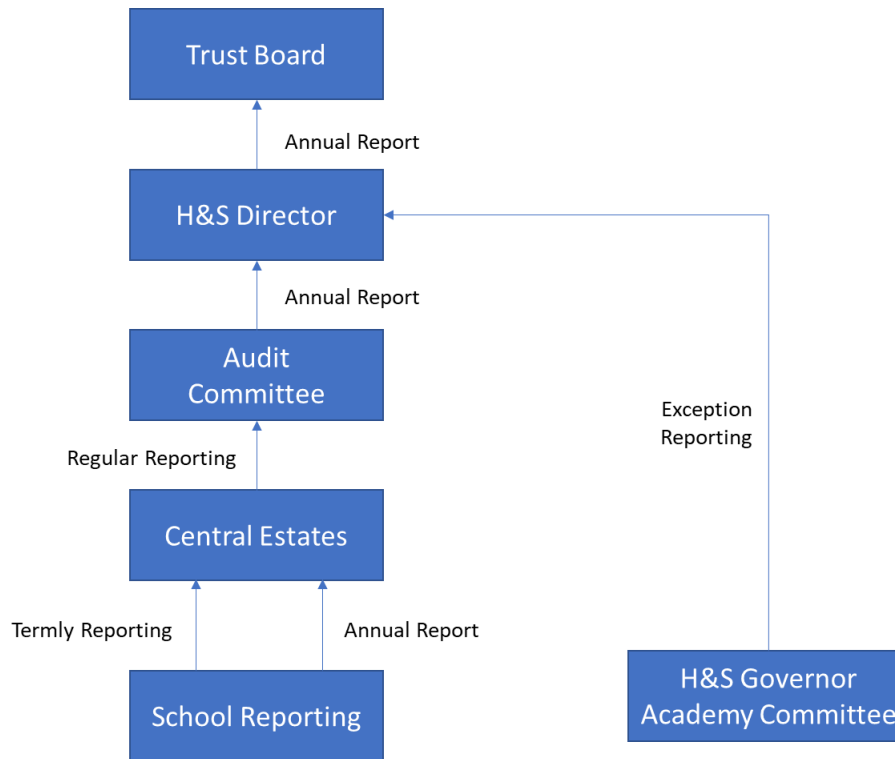
Critical Incident & Business Continuity Plan
Display Screen Equipment (Homeworking guidance)
Extreme Weather Conditions
Fire Safety
First Aid
Health and Safety Procedure
Intimate care and toileting
Lockdown
Lone Working
Managing Contractors
Manual Handling
Medical Conditions
Minibus
Offsite Activities and Trips (Evolve Guidance)
Pressure Vessels
Private Car Transport
Provision and use of Work Equipment
Security
Smoke Free
Unexpected Loss of Utilities
Use of Work Equipment
Vehicular Movements on Site
Violence and Aggression in School
Water Management
Working at Height



## 4. Monitoring, Review & Consultation

### 4.1 Reporting Process

The reporting process is shown below.



#### School Reporting

Schools will produce reports from their CAFM systems in a standard structure as provided by the central Estates function. The Head of Estates will also conduct termly monitoring of schools.

The Annual Report provided by the schools will include input from the H&S Governor including a recent Academy Committee H&S Review form.

#### Central Estates

The Head of Estates will produce regular H&S reports to Audit Committee, to align with the meeting schedule of the Committee.

#### H&S Trustee

The H&S Trustee will present the annual H&S report to Audit Committee to the Trust Board.



## Exception Reporting

At any point the H&S Governor can report exceptions, concerns or similar to the H&S Trustee who will handle them as appropriate.

## Trust Board

The Trust Board will ask the H&S Trustee to provide an annual or more frequent status report on all health, safety and wellbeing matters.

## H&S Report

The H&S report(s) will provide a strategic review and an action plan based on the information supplied by each school through the course of the year.

The report will include when appropriate and relevant such things as:

- statutory information the schools have provided to regulatory bodies such as accident reports under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013, food hygiene inspections by local environmental health departments and fleet vehicle MOTs;
- confirmation that all emergency plans such as fire risk assessments and fire action procedures are in place and up to date;
- confirmation that the risk register for each school is up to date;
- the status of all risk assessments and that they meet industry standards;
- the status of all policies and that they meet regulatory and industry standards;
- describe any educational attainment problems caused by health, safety and wellbeing issues and also educational successes thanks to informed use of health, safety and wellbeing principles;
- the outcomes of in-house site inspections, off-site trip provider inspections, self-assessed audits and external independent audits and similar monitoring;
- an overview of incidents resulting in injury for each school with actions taken if required;
- reports on staff consultations, stress risk assessments, employee wellbeing and related matters;
- any other matters the board wishes to examine and any matter the Chief Executive Officer wishes to bring to the board's attention.

The Trustees' Board will ask for an external independent audit of each school on a rolling programme at a frequency they shall decide.

## 4.2 Competent Health & Safety Assistance and Responsibilities

The Management of Health and Safety at Work Regulations 1999 state that "Every employer shall appoint one or more competent persons to assist in undertaking the measures needed to comply with the





requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part 11 of the Fire Precautions (Workplace) Regulations 1997.

Our external Health & Safety providers act as the Trust's competent person. They provide support and advice to schools within the Trust on all aspects of Health and Safety including policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of Health and Safety training.

Our external Health and Safety providers responsibilities are:

- developing Health and Safety policies, procedures, and guidance;
- providing Health and Safety advice;
- safety inspections / needs assessments of schools and other premises where staff work;
- provide technical input and support to Health and Safety committees;
- facilitate the Education Health and Safety Panel;
- receive and record accident and incident reports;
- assists Principals in investigating accidents and incidents;
- report to relevant persons on Health and Safety incidents and issues;
- provide Health & Safety update reports to senior management;
- develop and deliver training;
- liaise with partners and external agencies including other Council's, Health and Safety Executive, Fire Brigade, Police etc.

### **4.3 Health and Safety Consultation**

The Board of Trustees, through the CEO and Academy Principals will make arrangements for full and proper consultation with employees on Health and Safety matters. The nominated Safety Representatives of each accredited trade union or staff association will be involved in these consultations. It is the responsibility of the organisation/union to take a full part. There are two set of regulations regarding the effective consultation and communication with employees through a Health and Safety committee.

In workplaces where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes, the Safety Representative and Safety Committee Regulations 1977 (as amended) will apply.

In workplaces where employees are not in a trade union and/or the employer does not recognise the trade union, or the trade union does not represent those employees not in the trade union, the Health and Safety (Consultation with Employees) Regulations 1996 (as amended) will apply.



#### **4.4 Policy Review**

The Board of Trustees will review this and related Policy/Procedure statements at least every 2 years and update, modify or amend them as necessary to ensure the Health, Safety and Wellbeing of staff, students and others who use all the academy premises.