




Prepared by:

**TONY LACEY**  
Chief Executive Officer

Signature:

  
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Date:

20<sup>th</sup> October 2022

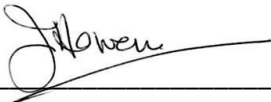
Approved by:

**CLAIRE JACKSON**  
Chief Finance Officer

  
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20<sup>th</sup> October 2022

**JANE OWENS**  
Chair of Trustees

  
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20<sup>th</sup> October 2022

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## 1. Statement of Intent

- 1.1. Oak Trees Multi Academy Trust recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regards to its Health, Safety and Well-being of its employees, pupils within its care, visitors to the premises and others who could be affected by its undertakings.
- 1.2. Oak Trees Multi Academy Trust understands its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) and that the effective management of Health and Safety plays an important role in its overall performance as an educational establishment by the reduction in injuries, ill health, protecting the environment and by the avoidance of unnecessary losses and liabilities.
- 1.3. Through this Policy Statement of Intent and the implementation of health and safety arrangements, Headteacher's of our academies will ensure that they are meeting the policy aims and objectives and will actively strive for continual health and safety improvements by working in consultation with staff and other partners.
- 1.4. This policy will be reviewed as it is deemed appropriate. The policy will be promoted and implemented within each academy.
- 1.5. Each academy under the Oak Trees Multi Academy Trust will ensure that a local Health and Safety Policy is implemented and communicated to all staff.
- 1.6. **Our aims are to:**
  - 1.6.1. Maintain control of health and safety risks arising from our activities.
  - 1.6.2. Consult with all staff on matters affecting their health, safety & welfare.
  - 1.6.3. Provide and maintain safe plant and equipment.
  - 1.6.4. Ensure safe handling, storage and use of substances.
  - 1.6.5. Provide appropriate information, instruction and supervision for staff/pupils/visitors/contractors.
  - 1.6.6. Ensure staff are suitably trained and competent to do their work safely.
  - 1.6.7. Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill health.
  - 1.6.8. Maintain a safe and healthy working environment ensuring the welfare of all persons.
  - 1.6.9. Assess risks, record significant findings and monitor safety arrangements.
  - 1.6.10. Review and revise safety policies & procedures periodically.
- 1.7. Whilst day to day management of health and safety is delegated to individual academies, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the Oak Trees MAT Board of Trustees.

## 2. Responsibilities

### 2.1. Board of Trustees

- 2.1.1. The Trust will make sure that there are adequate financial and physical resources available to support this Policy, and will take steps which are reasonably practicable and within its power to meet its responsibilities, paying attention to:
- 2.1.2. Providing suitable assessment of the risks to the health and safety of employees whilst at work, and the risks to the health and safety of non-employees arising out of or in connection with work activities.
- 2.1.3. Providing a safe place of work, safe plant, equipment and machinery and, the safe use, storage, handling and transportation of articles and substances at work.
- 2.1.4. Providing a safe and healthy working environment and adequate welfare facility.
- 2.1.5. Providing enough support and facilities to enable Trade Union appointed Health and Safety Representatives and other employee representatives, to carry out their functions in accordance with the Safety Representatives and Safety Committee Regulations 1977, and the Health and Safety (Consultation with Employees) Regulations 1996.
- 2.1.6. Maintaining existing participation e.g. Safety Committees; team meetings and so on. In doing so, recognising the significant contribution that employees can make towards policy implementation, and the importance of maintaining these procedures because they represent an effective system of communication on health and safety matters.
- 2.1.7. Fostering an atmosphere within the Trust that encourages employees to contribute positively to their own health and safety at work.
- 2.1.8. Providing information, instruction and training at all levels to secure competence and to avoid ill health or injury at work.
- 2.1.9. Arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures.
- 2.1.10. Making provision for access to expert health and safety advice, from both within and outside the organisation.

## **2.2. Chief Executive Officer**

- 2.2.1. Establish structures and strategies to implement the H&S policy and integrate these into general business activities.
- 2.2.2. Ensure responsibilities for the management of H&S are appropriately assigned.
- 2.2.3. Ensure enough resources are available for the implementation of the H&S policy.
- 2.2.4. Health and safety performance are robustly monitored and reviewed.
- 2.2.5. Oversee the implementation of H&S action plans that are developed as a result of any H&S monitoring or inspections undertaken.
- 2.2.6. Ensure individual academies produce health and safety procedures and site-specific risk assessments relevant to their academy and that these are monitored and reviewed on a regular basis.
- 2.2.7. Ensure the Trusts H&S policy is reviewed annually.

## **2.3. Academy Head Teachers**

- 2.3.1. Ensure H&S is implemented and managed in their academy in accordance with Trust Health and Safety Policies and procedures.
- 2.3.2. Ensure a specific H&S procedure is in place relevant to their academy.
- 2.3.3. Ensure where required, academy specific policies and procedures are in place to deal with specific risks within their academy.
- 2.3.4. Ensure there are adequate resources within the budget for health and safety.
- 2.3.5. Identify persons within their academy who will have specific H&S responsibilities and be a Competent Person for the academy.
- 2.3.6. Adequate H&S training is provided to enable persons to carry out their responsibilities.
- 2.3.7. Ensure that systems are in place for the effective monitoring of health and safety performance within their academy.

**2.4. Central Team**

- 2.4.1. Assist, monitor and formulate The Oak Trees Multi Academy Trust's Health and Safety Policy through consultation with management and Trades Union appointed Health and Safety Representatives/employee representatives.
- 2.4.2. Monitor the implementation of The Oak Trees Multi Academy Trust's Health and Safety Policy, review performance, and report thereon to the Trust and SLT.
- 2.4.3. Report, as necessary, to Trustees on Health and Safety matters.
- 2.4.4. Liaise with the Health and Safety Executive and other appropriate bodies as necessary.

**2.5. Key Personnel (e.g. site managers, SLT members)**

- 2.5.1. Being accountable for the implementation of the Policy, management arrangements, Risk Control Systems, workplace precautions and performance standards within their area of control.
- 2.5.2. Ensuring that responsibilities for safety, health and welfare are properly assigned and understood by employees within their area of control and where appropriate develop a local policy/procedure specific to their area.
- 2.5.3. Ensuring that hazards are identified, and that written Risk Assessments are up to date. Making sure that the review, monitoring and re-issue of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes or machinery and so on, and at no less than 12 monthly intervals.
- 2.5.4. Making sure that there is communication and participation at all levels in health and safety activities.
- 2.5.5. Supervising work activities adequately to ensure good health and safety standards are maintained.
- 2.5.6. Making sure that employees new to the Trust and its Academies, as part of the induction process, successfully complete a health and safety induction programme as a minimum health and safety standard.
- 2.5.7. Ensuring active monitoring of health and safety matters for example by undertaking health and safety inspections and surveys to ensure compliance with health, safety and welfare legislation.
- 2.5.8. Seeking advice and liaising with the competent person, the Trust Central Team or external organisations on health and safety matters and best practice where necessary.

- 2.5.9. Informing the Central Team of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy.
- 2.5.10. Within their individual academy, ensure that all site related health and safety tasks including statutory maintenance checks are undertaken at appropriate frequencies ensuring that site related H&S issues are managed.
- 2.5.11. Bring to the attention of the Head Teacher, instances where standards fall below legal requirements.
- 2.5.12. Where external services or contractors are procured to ensure that those organisations or people have systems in place to manage safety, health and environment responsibilities effectively and that contractor safety controls are adhered to.

## **2.6. All Employees**

- 2.6.1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their work activities.
- 2.6.2. Co-operate with The Oak Trees Multi Academy Trust on health and safety matters.
- 2.6.3. Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments, procedures, and protective measures with regard to their working practices.
- 2.6.4. Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- 2.6.5. Not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare. To include safety devices such as protective clothing; first aid; signs/labels/notices; machinery guards, etc.
- 2.6.6. Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others or any shortcomings in health and safety arrangements.
- 2.6.7. Report all accidents, near misses, incidents of violence, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible and assist fully in the reporting and investigation of any accident/near miss, dangerous occurrence and incident of violence.
- 2.6.8. Attend any health and safety training identified as required.

## **2.7. Pupils**

2.7.1. In accordance with their age and aptitude, are expected to:

2.7.2. Be responsible for their own health and safety.

2.7.3. Observe all the health and safety rules of their respective Academy and the procedures for and instructions of staff in relation to emergency situations.

2.7.4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **3. Policy Development**

3.1. Planning is the key to ensuring that health and safety efforts work at the Trust and its Academies, by planning and setting objectives, identifying hazards and assessing risks and implementing standards which all assist in creating a positive health and safety culture.

3.2. Academies develop Risk Management Plans and Asset Management Plans which are reported on to Trustees on a regular basis.

## **4. Co-Operation, Consultation and Communication**

4.1. Health and safety is part of the Trust KPIs and reported at each Trustee Board meeting. It is also monitored locally by each Academy at termly Governor meetings.

4.2. All health and safety matters are communicated via the Trust. Appropriate staff receive feedback concerning risk assessments. Individual Academies ensure risks are either dealt with at local level by the site manager or risks requiring financial assistance are placed onto the asset management plan.

## **5. Competent Advice**

5.1. Each Academy has appointed Compliance Education as their competent advisor who is responsible for assisting the Academy in managing health and safety across the site. A competent advisor is someone with the necessary skills, knowledge and experience to give sensible advice.

## **6. Measuring Performance**

6.1. This Policy will be monitored actively through management of health and safety auditing systems carried by external organisations and also through the role and functions of Trades Union appointed Health and Safety representatives/employee representatives, and reactively by the continued collation of accident, near miss, violent incident and ill health statistics.



## **7. Arrangements**

7.1. This Policy sets out a general framework for the organisation and arrangements for health and safety within The Oak Trees Multi Academy Trust. In a complex and diverse organisation such as The Oak Trees Multi Academy Trust, reference must be made to the individual academy's Health and Safety Procedure. This document should therefore be read in conjunction with the other Health and Safety Policies, procedures and risk assessments.

## **8. Mandatory Site-Specific Documents**

8.1. All sites as a minimum will have mandatory documents and procedures in place based around the individual academy with all subsequent site-specific risk assessments. The Head of each academy has the responsibility to ensure that the documents specified below are in place and reviewed annually or due to an incident:

- 8.1.1. Fire Logbook
- 8.1.2. Academy Health & Safety Policy
- 8.1.3. Academy Emergency Plan
- 8.1.4. Academy Emergency Evacuation Plan
- 8.1.5. Academy Lockdown Procedure
- 8.1.6. Academy Fire Risk Assessment
- 8.1.7. Asbestos Management Plan

## **9. Lettings**

9.1. The Trust has a lettings policy. The policy covers procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

9.2. Persons/organisations letting the sites must agree to:

- 9.2.1. Co-operate and co-ordinate with the Trust on health and safety matters.
- 9.2.2. Agree to the terms of the lettings policy in relation to health and safety arrangements.
- 9.2.3. Provide information relating to any additional risks or procedures which will be new or unusual to those of the Trust that may arise from their activities.

9.3. The Trust will ensure that:

- 9.3.1. Premises are in a safe condition for the purpose of use.
- 9.3.2. Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.

9.3.3. Adequate arrangements for emergency evacuation are in place and communicated.

9.3.4. Local health & safety arrangements are made available to service providers.

## **10. Review**

10.1. This Health and Safety Policy will be reviewed on an annual basis and amended accordingly.