



# The STAR

MULTI ACADEMY TRUST

## Health & Safety Policy

This policy has been adopted by the Board of Directors of the STAR Multi Academy Trust and is applicable across all schools that make up the STAR Multi Academy Trust. In line with the MAT's Scheme of Delegation, this Policy must be duly applied by each Local Governing Board and the Headteacher of each school that is part of the STAR Multi Academy Trust.

Where there are specific details or any discretions in the policy that apply to an individual school or Local Governing Board this has been made clear within the wording of the policy.

This policy will be monitored regularly by the MAT Headteachers' Group and reviewed formally by the STAR MAT Board of Directors in line with the agreed timetable for policy review or sooner as events or legislation changes require.

**DATE ADOPTED: October 2018**

**DATE FOR REVIEW: October 2019**

### **1. Statement of Intent**

At STAR MAT, the Trustees are committed to the health and safety of staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Providing a safe and healthy working and learning environment for staff and students
- Ensuring safe working methods and providing safe work equipment
- Providing effective information, instruction and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our systems and prevention measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the MAT
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Learning from our own health and safety experiences and share learning opportunities with other schools

**Signed by:**

**Chair of the Board of Directors**

Signature:

## **2. Roles and Responsibilities**

### **ORGANISATION**

In order to achieve compliance with the Statement of Intent, specified groups/persons within the MAT's structure will have additional responsibilities assigned to them as detailed below.

### **THE BOARD OF DIRECTORS**

**The BOARD OF DIRECTORS has the following responsibilities:**

**To ensure:**

- A clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors and contractors
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient resources are made available in respect of financial, time, equipment and people
- Health and safety performance is measured both actively and reactively
- The MAT's health and safety policy and performance is reviewed as a minimum annually or when there is a change of key personnel.

### **LOCAL GOVERNING BOARDS**

**The LOCAL GOVERNING BOARDS have the following responsibilities:**

- To adopt relevant local health and safety policies which detail how their school will comply with both the Board's Statement of Intent and the best practice guidance provided through NYCC
- To contribute to site health and safety inspections as carried out by the Estates Manager and/or local facilities staff in conjunction with the headteacher

### **ACADEMY HEADTEACHERS**

**ACADEMY HEADTEACHERS have the following health and safety management responsibilities**

**To ensure:**

- Detailed responsibilities and accountabilities of staff within their schools are in place
- The need for continuing improvement in local health & safety performance is promoted within all academies
- That Educational visits/off site learning is managed in line with the Evolve system

**ACADEMY HEADTEACHERS will delegate the following responsibilities to the MAT Estates and Facilities Manager:**

- Systems are in place for the provision of suitable staff health & safety training

- Systems are in place for undertaking specific requirements as set out in the arrangements within the Safety Management Systems and other relevant policies
- Co-ordinate and manage the annual risk assessment process for their schools in line with the STAR MAT Safety Management Systems (SMS)
- Co-ordinate the workplace inspections and active monitoring process in line with STAR MAT's SMS
- Make provision for the inspection and maintenance of work equipment throughout their schools, including the statutory testing of specific equipment
- Manage the keeping of records of all health and safety activities within their schools
- Ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and their school generally
- To co-ordinate the control of contractors on site when work is being undertaken in line with CYC SMS.

**The following roles are delegated where appropriate (in each MAT school), details are kept in each school's specific Health and Safety Policy.**

- Site Asbestos Liaison Officer (SALO)
- Site Legionella Representative (SLR)
- Fire Warden
- First Aid
- Educational Visits Coordinator

All staff have a responsibility to advise the Headteacher of their school, situations or activities that are potentially hazardous to the health and safety of staff, students and visitors.

Other staff will have tasks allocated to them relevant to their roles and responsibilities.

### **3. Cycle of Review**

The MAT Estates and Facilities Manager will produce an annual cycle of review for all of the above. Relevant parts will be discussed at the Headteachers' Group each half term as necessary.

### **4. Arrangements**

The MAT will adopt the arrangements and compliance notes described in the Health and Safety Management System. Enquiries should be made to the MAT's Estates and Facilities Manager and referenced to the sections below.

<b>Slips, Trips &amp; Falls</b>
<b>Incident Reporting &amp; Investigation</b>
<b>Risk Assessment (General)</b>
<b>Joint Consultation</b>

<b>Manual Handling</b>
<b>Working at Height</b>
<b>Training and Instruction</b>
<b>Contractors</b>
<b>Display Screen Equipment (DSE)</b>
<b>Workplace Inspections</b>
<b>New and Expectant Mothers</b>
<b>Lone Working</b>
<b>Violence &amp; Aggression</b>
<b>Fire Prevention and Control</b>
<b>Asbestos</b>
<b>First Aid</b>
<b>Electricity at Work</b>
<b>Personal Protective Equipment (PPE)</b>
<b>Vibration</b>
<b>Noise</b>
<b>Hazardous Substances</b>
<b>Stress</b>
<b>Water Systems</b>
<b>Infection Control</b>
<b>Gas</b>
<b>Work Equipment</b>
<b>Flammable Liquids</b>
<b>Suspicious Packages and Bomb Threats</b>
<b>Pressure Systems</b>
<b>Workplace Transport</b>
<b>Children and Young Persons in the Workplace</b>
<b>Food Safety</b>