



EBOR ACADEMY TRUST

Policy Number

20

**Statutory
Health & Safety Policy**

Signed: _____

Dated:

April 2016

Review Date:

April 2017

Review Period:

Annually

EBOR HEALTH & SAFETY POLICY STATEMENT

The Ebor Academy Trust Health & Safety Policy Statement is as follows.

- As a responsible employer, Ebor Academy Trust (EBOR) considers that the health, safety and welfare of all its employees (and of any others who may be affected by its work) is of equal importance to all of its other commitments.
- Our ultimate goal is to achieve a level of health & safety performance that is consistent with the best Academies.
- We will work in joint partnership between managers and the Trades Unions to seek to continually improve our health & safety performance.
- We recognise the value of ensuring that all our employees are suitably trained and informed in order to assist them in properly understanding their responsibilities for carrying out their work in a safe manner.
- We will also work in partnership with our contractor, agency, and partnership employees/volunteers to ensure that they are fully aware of their obligations for contributing to a safe workplace.
- We acknowledge the importance of communicating our performance both internally and to our key external stakeholders and will openly report our performance to stakeholders.
- We will consult with all relevant external bodies (other Academies local authorities, public bodies, local employers and the regulators) to ensure that we can learn from best practice wherever this may be found.
- Within Ebor Academy Trust we will ensure that a culture of 'learning from our own experience' is embedded within all employees. The aim is to learn from our own experiences and ensure that learning opportunities are shared wherever appropriate.

Signed:

A handwritten signature in black ink, appearing to read 'Richard Ludlow', with a stylized flourish at the end.

Richard Ludlow
CEO & Executive Headteacher

STATEMENT OF INTENT

Directors and Management at Ebor Academy Trust believes that ensuring the health and safety of staff, contractors and visitors is essential to the success of the Trust.

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 work activities on and off the premises
- Providing a safe, healthy and secure working and learning environment for staff and contractors
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessments and control measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist for all
- Ensuring adequate resources are made available for effective health and safety management,
- Learning from our own health and safety experiences and sharing learning opportunities with others, and implementing control measures where appropriate
- Select and engage competent contractors who will work safely
- Providing adequate first aid cover and occupational health support

All Directors, staff and contractors will play their part in its implementation.

Mr R Ludlow

CEO & Executive Headteacher) Date:

Signature:

11/4/16

Mr C Evans

Head of Robert Wilkinson Primary Academy

Signature

Date: 11/4/16

Miss Z Lightfoot

Head of Haxby Road Primary Academy

Signature

Date: 11/04/16

Mrs G Brown

Headteacher of Brotherton & Byram Community Primary Academy

Signature

Date: 11/4/16

Mr A Galbraith

Headteacher of Ebor Academy Filey

Signature

Date: 13/4/16

Mr G Brown

Headteacher of Staynor Hall Academy

Signature

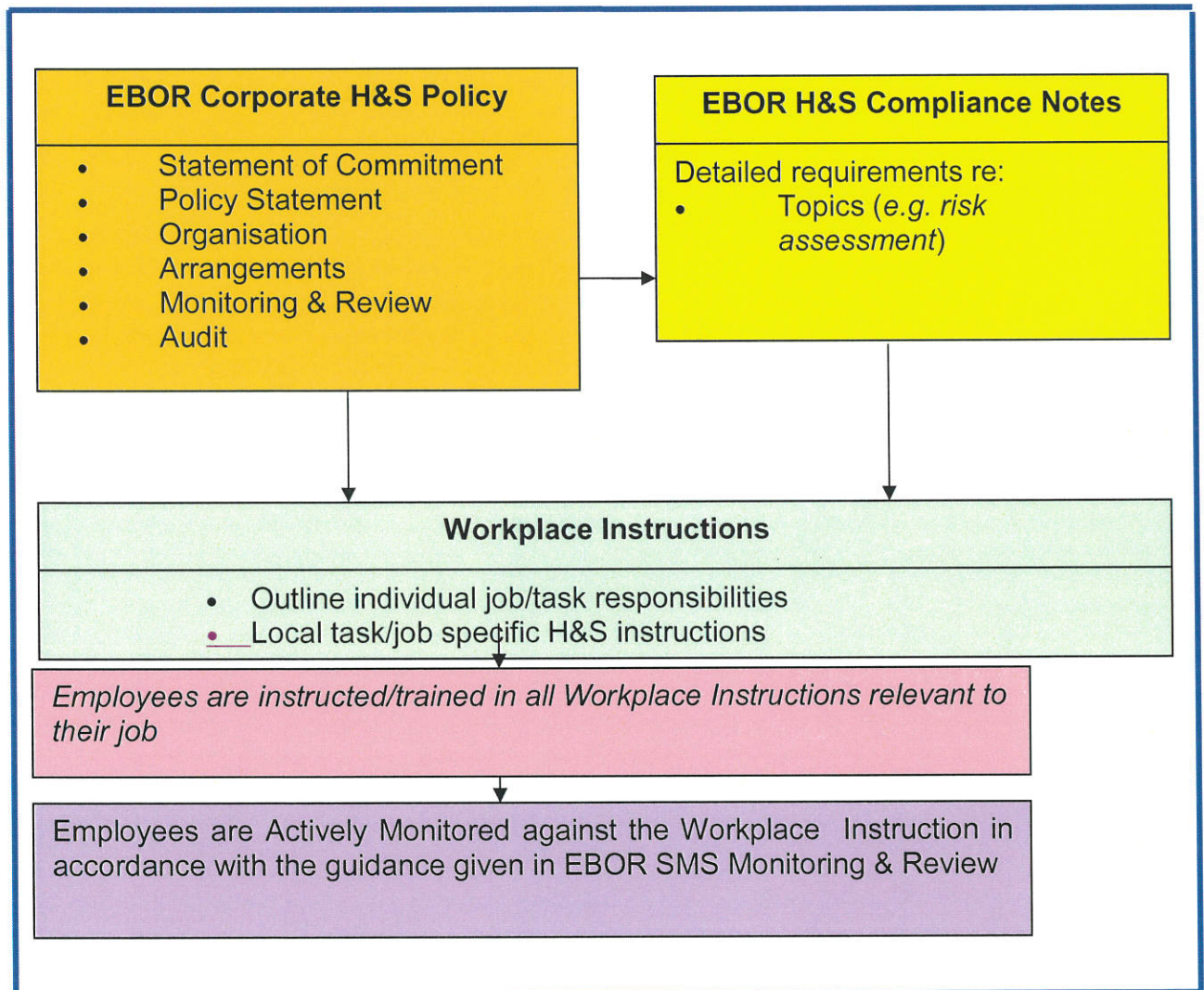
Date: 11/4/16

DESCRIPTION OF THE EBOR-SMS

This section describes the Ebor Academy Trust Safety Management System (EBOR-SMS for short).

The EBOR-SMS comprises of a number of inter-dependent parts. These are aimed at providing the framework for delivering a high level of health and safety performance in the workplace. This aim is consistent with the Trust's values and the joint Statement of Commitment.

The following diagram shows the basic components. The individual elements are described in more detail in the subsequent paragraphs.



Safety Management System Documentation

This is made up of the H&S Policy and a set of Compliance Notes and is subject to a standard quality control process.

The Ebor Academy Trust Corporate H&S Policy identifies the top tier issues which are to be applied across the Trust. It is made up of the following elements:

Statement of Commitment

A simple statement setting out the broad objectives agreed between managers and employee representatives.

Description of EBOR SMS

(this document)

Policy Statement

The H&S Policy develops the Statement of Commitment to identify specific key matters to be addressed. It is a legal requirement and is signed by the Director of Education. Each School Has its only Policy template that sets out how the school specific issues are addressed.

Organisation

This is a legal requirement and identifies the key responsibilities and accountabilities of all Ebor Academy Trust employees, senior managers and contractors/agency etc staff.

Arrangements

These too are a legal requirement. Arrangements set out "Specific Requirements" for a range of H&S issues (e.g. Risk Assessments, Incident Reporting & Investigation etc). They are applicable across Ebor Academy Trust and Schools.

Monitoring and Review

This section identifies the basic requirements for routine monitoring of performance. In particular it includes the need for regular workplace inspections, active monitoring of workplace instructions, following up identified improvements, sharing experience, and setting measurable targets for improvement. Monitoring and review is an essential component to demonstrate the legal requirement for supervision, which Ebor Academy Trust will be able to demonstrate through Active Monitoring.

Audit

The final part that closes the 'quality loop' by providing a level of independent monitoring of performance. This must not be a paper chase exercise – it must also gauge the level of actual compliance in the workplace.

Document Control

A standard quality control process

SMS Health Check

This is to be used to gauge current health and safety working practices against standards required by the Safety Management System and ascertain the subsequent actions to meet these standards.

H&S Compliance Notes

The H&S Compliance Notes provide more detailed assistance to managers and employees in the interpretation of aspects of this Manual and other aspects of health & safety. The objective is to provide a means by which further information can be provided which may not be applicable to everyone. The Compliance Notes relate to specific topics where there is a need for detailed information on a particular Arrangement etc (e.g. Risk Assessment) is identified.

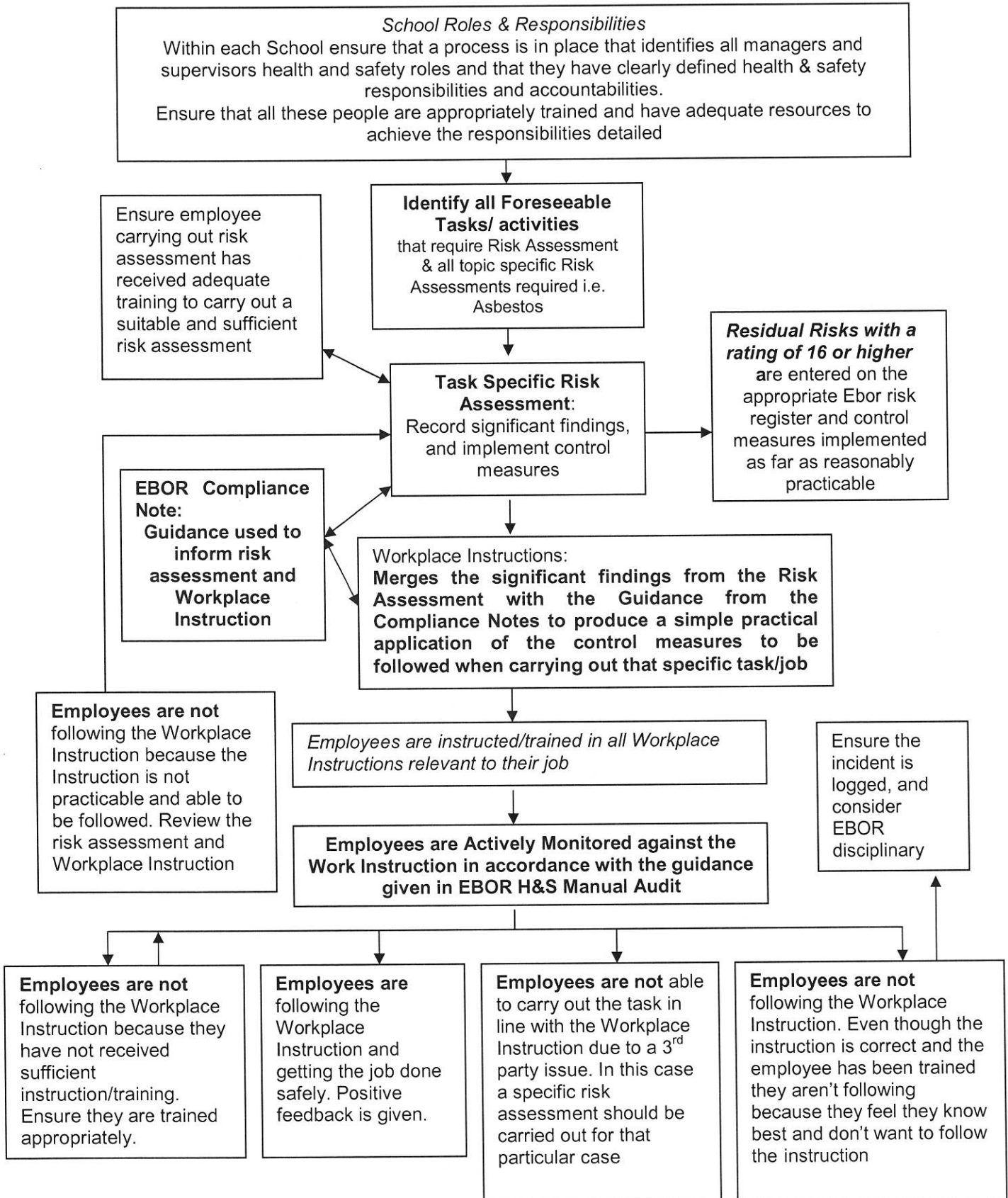
Workplace H&S Instructions

Workplace Instructions are to be produced by each school as required. They provide the practical implementation of the Arrangements and Compliance Notes.

There is no need for any further local 'safety management systems' e.g. a School Specific Manual Handling Policy. However each School should document the relevant roles and responsibilities in the implementation of the SMS e.g.

- Which managers carry out the SMS Health Checks ?
- Who hold training records ?
- Who are the Site Asbestos Liaison Officers ?

Overview of EBOR SMS



ORGANISATION

In order to achieve compliance with the Statement of Intent, specified roles within the Trusts management structure will have additional responsibilities assigned to them as detailed below.

THE EBOR ACADEMY TRUST BOARD

The Ebor Academy Trust has the following responsibilities:

- All reasonable steps are taken so that the Ebor Academy Trust is complying with health and safety legislation
- Promote a sensible approach to health and safety within the Ebor Academy Trust
- Seek and accept advice from competent health and safety advisers
- Ensure persons have sufficient experience, knowledge and training to perform the tasks required of them
- Work closely with the Director of Education and other Ebor Academy Trust Head Teachers to adopt a sensible attitude towards health and safety management – ensuring a proportionate response to reduce to health and safety risks in the Ebor Academy Trust
- Ensure sufficient resources are made available in respect of finance, time, equipment and people to manage Health & Safety across the Trust
- Ensure Health and safety performance of the Ebor Academy Trust is measured both actively and reactively
- The Ebor Academy Trust's health and safety policy and performance is reviewed as a minimum annually or when there is a change of Director of Education or Chair of Trust.

THE DIRECTOR OF EDUCATION/DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY

The Director of Education is accountable to the Board. The Director of Education particular responsibilities are to ensure that:

- Sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.
- Health and safety is properly addressed and performance is monitored through the Senior Leadership Team (SLT)
- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work across all schools.
- The need for continuing improvement in health & safety performance is promoted across Ebor Academy Trust.
- To ensure the Trust sets strategic health and safety objectives.
- A process is in place for detailing the responsibilities and accountabilities of all managers and supervisors
- Health and safety requirements are included in the annual budgetary review process and adequate local resources are made available
- Health and safety performance and compliance with the safety management system is monitored across all schools and any gaps are properly addressed
- Ensure that the Ebor Academy Trust is working to legal standards for health and safety
- Ensure the need for continuing improvement in local health & safety performance is promoted across each School, as is the need to share experiences with peers across Ebor Academy Trust.

SCHOOL HEAD TEACHER/HEAD OF SCHOOL

- That the school is following the Ebor Academy Trust Safety Management System and ensure that appropriate arrangements exist within the school to effectively manage risks
- The staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the school
- Consultation takes place with employees and their representatives on health and safety matters
- Effective communication throughout the school to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place to identify and provide suitable and timely staff health & safety training
- Systems are in place for undertaking specific requirements set out in the compliance notes within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across EBOR
- That Educational visits/off site learning is managed in line with the Evolve system adopted by EBOR
- That the key Health & Safety roles identified in the SMS are given to named individuals, the roles are the School Health & Safety Officer; Educational Visits Co-ordinator; Site Asbestos & Legionella Co-ordinator; Workplace Inspectors; First Aiders & Fire Wardens – and that each person has sufficient time and resources to carry out the requirements placed upon them through the SMS and H&S legislation.
- Staff have a sensible approach to health and safety within the all the school's activities
- Ensure that the School is following the risk assessments and safe systems of work to ensure that appropriate arrangements exist within the Ebor Academy Trust to effectively manage risks.
- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work
- Ensure that their School is working to Ebor Academy Trust safety management system and legal standards for health and safety
- Ensure that sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Ensure That School staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the Ebor Academy Trust
- Consultation takes place with employees and their representatives on health and safety matters
- Ensure effective communication throughout the Ebor Academy Trust to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place for the provision of suitable and timely staff health & safety training
- Systems are in place for undertaking specific legislative health and safety requirements
- The need for continuing improvement in health & safety performance is promoted within their Ebor Academy Trust and also for sharing experiences with peers
- To Oversee the Safety of Educational Visits for their school
- Ensure a lead Governor for Health & Safety has been appointed of the Local Governing Body

ACADEMY HEALTH & SAFETY OFFICER

- Monitor the annual risk assessment review and revision process across all of the Ebor Academy Trust
- Monitor the workplace inspections and active monitoring process across all of the Ebor Academy Trust
- Monitor provision for the inspection and maintenance of work equipment throughout the Ebor Academy Trust, including the statutory examination and testing of specific equipment
- Monitor the management of Asbestos; Legionella; Fire Risk Assessment and all property compliance issues for each Site
- Monitor the Safety of Educational Visits

- Produce Reports to the Board to advise them of current standards across the Trust including reporting on all property statutory compliance issues (i.e, asbestos/legionella/fire risk/gas/elec) Risk assessments; Staff Training; monitoring of risk assessment implementation and procedures; Educational Visits; Outstanding actions identified through risk assessments.
- Monitor the keeping of records of all health and safety activities
- Monitor staff training to ensure they are adequately instructed in health and safety matters in connection with their specific work place and the Ebor Academy Trust generally
- To co-ordinate the control of contractors on site when work is being undertaken
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors

SCHOOL HEALTH & SAFETY OFFICER

- Co-ordinate and manage the annual risk assessment review and revision process for their School
- Co-ordinate the workplace inspections and active monitoring process for their School
- Make provision for the inspection and maintenance of work equipment throughout the Ebor Academy Trust, including the statutory examination and testing of specific equipment
- Manage the local Fire Risk Assessment; Fire Drills and Emergency evacuations including developing any Personal Emergency Evacuation Plans
- Oversee the local management of Asbestos; Legionella and all property compliance issues for their site
- To Oversee the Safety of Educational Visits, as the Educational Visits Co-ordinator
- Manage the keeping of records of all health and safety activities and monitoring
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the Ebor Academy Trust generally
- To co-ordinate the control of contractors on site when work is being undertaken
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors

SCHOOL LOCAL GOVERNOR HEALTH & SAFETY LEAD

- Monitor Health & Safety performance across the school and raise matters of evident concern with the School Health & Safety Officer/ School Head Teacher/Director of Education and Trust Board as appropriate

ALL ACADEMY STAFF

Consistent with general good practice, the following is a statement of responsibilities and accountabilities relating to all employees. All employees must:

- Undertake their work in a safe manner re their own safety and that of others
- follow health and safety instructions, rules etc
- Understand that failure to follow reasonable health & safety instructions, rules etc is an offence under Health & Safety legislation and could result in the employee being disciplined under the Ebor Academy Trust disciplinary procedures or possibly prosecuted by the HSE in the event that the failure to follow instructions resulted in an accident/incident.
- Not do work for which they are not competent
- Not do work for which there are inadequate instructions or which they believe to be unsafe
- Report all incidents and other identified problems to their line manager as soon as possible
- Be accountable to their immediate line manager for complying with these basic requirements.
- Take reasonable steps to safeguard their own health and safety and that of others including contractors and colleagues and Pupils

- Cooperate with colleagues including contractors and the Director of Education to ensure that the Ebor Academy Trust remains safe
- Raise any concerns about health and safety with the School Head Teacher and/or Director of Education
- Discharge any specific health and safety duties in accordance with current Safety instructions
- Attend health and safety training as directed by the Director of Education/Head Teacher/School Health & Safety Officer
- All staff have a responsibility to advise the School Principal and/or Director of Education of situations or activities that are potentially hazardous to the health and safety of staff, contractors and visitors.

CONTRACTORS, AGENCY AND PARTNERSHIP STAFF & VOLUNTEERS

All such staff must be accountable to their employer. However they have a duty to:

- Comply at all times with Ebor Academy Trust requirements (as a minimum) while on Trust premises or working under the control of the Trust.
- Report all incidents, and other matters of health & safety concern, to EBOR Managers.

Failure to comply with these requirements will be considered a serious breach of trust and may result in the contractor's employee being barred from further work for EBOR.

Joint Consultation

Ebor Academy Trust is committed to seeking improvement to health & safety performance by working in joint partnership between managers and Trades Unions. A central theme to this is through each Schools Local Governing Body Staffing Committee which will meet twice a year and will act as the Schools Joint Health & Safety Committee (JHSC). The meeting will act as the focus for sharing of experience, agreement of key health & safety processes and initiatives, and provision of advice to the Director of Education and School Principal. A specific Arrangement in Section 4 of this Manual (EBOR/HS/A4) sets out the agreed detailed requirements for this committee both Trust wide and at each School.

In addition, the Trust will arrange an annual meeting Chaired by the Trust Health and Safety Officer, and attended by all School Health & Safety Officers, the Director Lead for Health & Safety and the School Governing Body Lead for Health & Safety. The meeting will review health & safety performance; and set targets for the next year.

MONITORING & REVIEW

Sharing and learning

The key objective is to ensure that any lessons learnt (from risk assessments, workplace inspections, incident investigations, active monitoring, claims, enforcement action and prosecutions etc) are shared to all interested parties across Ebor Academy Trust. The objective of sharing is to prevent a recurrence of the incident, unsafe working practice or hazard.

The following approach must be applied:

- The incident has been investigated in line with the Incident Reporting & Investigation Compliance Note EBOR/HS/CN2
- The responsibility for ensuring issues are shared locally rests with the appropriate manager in whose area the issues have been identified
- Outcomes must be shared with appropriate departments within the Ebor with key issues raised at joint management-union forums
- Outcomes with the potential for application in other Schools must be shared

Given that the issues will arise from a range of sources, it is inappropriate to prescribe a 'format' for the sharing of information at this time. This will be kept under review as experience of sharing information is gained.

Monitoring

The Safety Management System (SMS) requires that the Schools carry out both Workplace Inspections and Active Monitoring (see below).

Workplace inspections

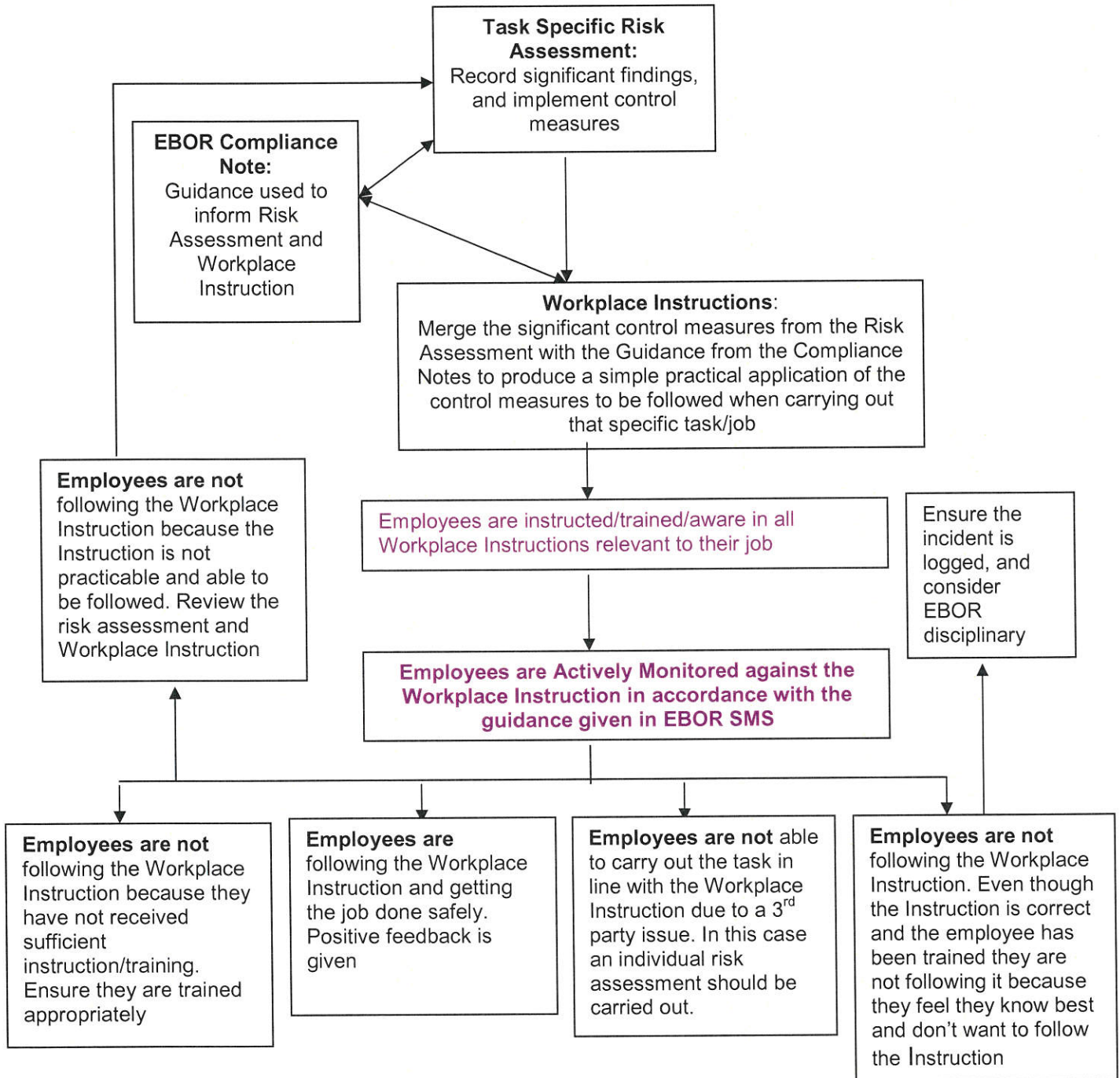
These are crucial to ensuring a safe workplace. The objective is to ensure that potential causes of injuries and ill health are identified and eliminated at an early stage. Experience shows that workplace inspections can have a significant impact on reducing the common causes of slips trips and falls etc. Schools will be responsible for ensuring that local workplace inspections are undertaken, actioned and recorded as set out in Compliance Note EBOR/HS/CN10.

Active monitoring

Active monitoring demonstrates the legal requirement for supervision and helps to close the loop in respect of successful health and safety management by demonstrating so far as reasonably practicable that EBOR have carried out their legal responsibilities.

Active Monitoring involves the periodic observational monitoring of employees following the Workplace H&S Instructions. This is to ensure that the work instructions for a task or activity are been followed as intended and is resulting in the desired safe system of work. The final section of the risk assessment form F3 allows the findings from observational monitoring to be recorded.

Active Monitoring Methodology



The broad methodology for active monitoring is outlined above. The Schools are responsible for deciding:

- Who is responsible for carrying out the active monitoring;
- The frequency it is to be done – a minimum acceptable frequency would be 10% of all risk assessment controls or Workplace Instructions to be monitored annually, or an increased ratio for activities with a risk rating of High and above

The Schools need to collate the evidence and findings of the active monitoring to report back to the Trusts Joint Health & Safety Committee.

Qualitative assessment of health & safety performance

As well as each Ebor Academy carrying out monitoring, the Schools Health and Safety Advisers will carry out a qualitative assessment of Health & Safety Performance across EBOR against relevant Key Performance Indicators (see table on page 4) via audit visits in conjunction with managers of the appropriate areas. The intention is that the assessment will be broken down into individual departmental/service functions on a risk-based programme.

Audit process

- In order to specifically monitor EBOR progress, a number of key performance indicators have been identified (see table on page 4). The aim is to monitor both negative and positive aspects of our performance to celebrate the successes and prioritise the areas that require assistance
- The audits are a qualitative assessment of Health & Safety performance by qualified professional Health & Safety Advisers
- The Health & Safety Advisers will be assessing legal compliance against the standards specified below and what the current risk gap is in relation to legal compliance
- The role of the Health & Safety Advisers will be to carry out audit visits across Ebor Academy/Schools/Departments/Teams etc including sites and activities. This information will go to the service area's management chain up to Director of Education level and also be shared with the Trades Unions.
- Once the Health & Safety Advisers have carried out the assessment they will produce a summary report for the service area and management outlining how to achieve compliance and give a timescale for this
- Managers must following the audit visit provide an action plan within 30 days of the visit stating how they are going to address the issues identified as requiring action in the audit report – providing appropriate evidence where required. Failure to produce this action plan within the 30-day timescale will result in the matter being escalated to Director of Education
- The Trust H&S Officer will then continue to monitor compliance on a risk-based approach taking into account:
 - Evidence provided as above
 - Occupational Health/RIDDOR/Incident Report Form/Sickness Absence data
 - JHSC request
 - Trust H&S Officers decision
 - Average audit scores – with higher risk scores being targeted as a priority
- Audit follow ups may be either site visits or updates via email/phone – depending on the evidence required and complexity of issues
- Audit follow ups will follow the current audit report format, with previous actions identified shown and noted as Completed (with details of how this is evidenced), Outstanding (with details of how/when to be actioned or reasons why not possible) or New (with actions/dates noted)
- This is not a blame exercise, but is designed to enable EBOR to assess and manage Health & Safety effectively
- The standards that are to be assessed are summarised on pages below.

The 'SMS Health Check' (SMS Section 9) should be used by managers to gauge their current health and safety working practices and produce local action plans.

Key Health & Safety Performance Indicators

Topic	Standard
Asbestos	<ul style="list-style-type: none"> A. Responsible person appointed B. Asbestos Register/plan available C. Relevant Employees trained D. Knowledge of emergency procedures for accidental exposure
Health & Safety Management	<ul style="list-style-type: none"> A. Foreseeable activities have been risk assessed in line with EBOR SMS and legislation B. Workplace Inspections are undertaken C. Active Monitoring is undertaken D. Employees' training needs have been identified and training received
Fire Risk	<ul style="list-style-type: none"> A. Fire risk assessments have been undertaken B. Fire risk assessments have been actioned C. All employees have received appropriate level of fire training (i.e. responsible person for fire, fire warden etc..)
Legionella	<ul style="list-style-type: none"> A. Legionella risk assessments have been undertaken B. Legionella monitoring is being undertaken in accordance with ACOP L8 or Risk Assessment stipulation C. Site Legionella Representative is identified and carrying out duties
Workplace Transport	<ul style="list-style-type: none"> A. Are workplace transport risks well controlled B. Safe Site (Pedestrian segregation/clearly marked traffic routes) C. Safe Driver (well trained/competent/supervised) D. Safe Vehicle (suitable for task/well maintained both preventative & reactive/suitable safety device fitted & used CCTV etc)
COSHH	<ul style="list-style-type: none"> A. Adequate assessment, information, instruction, supervision in place B. Adequate controls in place (substitution/engineering controls/LEV/PPE) C. Suitable health surveillance with records in place and records kept
Manual Handling Operations (MHO)	<ul style="list-style-type: none"> A. MHO hazards identified, risk assessed; and control measures implemented B. Employees are provided with suitable instruction and training in the control measures & manual handling techniques
Slips & Trips	<ul style="list-style-type: none"> A. Are floors/footwear adequately slip resistant for the environment; and walkways clear and in good condition B. Trip hazards removed ASFARP C. Adequate floor drainage D. Suitable floor cleaning methods/ including procedures for spillages E. Suitable control measures utilised matting etc
HAV's	<ul style="list-style-type: none"> A. Vibration reduced ALARP B. Continuing/residual risk managed (equipment selection; operator training; management of exposure duration) C. Is exposure below the legal limit D. Is Health Surveillance programme in place (including dose meters)
Noise	<ul style="list-style-type: none"> A. Noise exposure reduced ALARP B. Continuing/residual risk managed (equipment selection; Operator training; suitable PPE available/used) C. Is exposure below the legal limit D. Is Health Surveillance programme in place

Topic	Standard
Work at Height	A. Work At Height activities have been identified, assessed and controls put in place (with reference to the hierarchy in WAH) B. Equipment appropriate to the job/properly maintained C. Employees trained in use of the equipment in place
Machinery Safety	A. Dangerous parts of machinery are not accessible B. Appropriate guards in place (Fixed/interlocked etc) C. Lock off/isolation procedures in place
Display Screen Equipment	A. DSE assessments have been undertaken and actions implemented
Work Related Stress	A. Team/dept work related stress assessment has been undertaken as appropriate B. Individual work related stress assessments have been undertaken as appropriate.
Electricity	A. Portable Appliance testing is undertaken B. Electrical Integrity testing is undertaken C. User visual inspections and periodic visual inspections are undertaken D. Switch rooms and distribution boards are appropriately locked, have Authorised Access, or are safe by design
Lone Working/Violence & Aggression	A. Activities that expose EBOR employees to risks from lone working and violence & aggression have been identified, assessed and appropriate controls implemented. B. Staff have received appropriate training dependant upon the assessed level of risk C. Emergency procedures are in place in the event of an incident
Control Of Contractors	A. Contractors are selected in line with EBOR Contractors Compliance Note B. Relevant known information exchange and planning is undertaken C. Monitoring of contractors(including internal) is undertaken
Other matters	A. Other matters not covered by the above (specify on record sheet)

Risk Control Indicators

RCI	Standard
1	High standards – meets Best Practice
2	Good standards – meets Minimum Standards of EBOR SMS and minimum Legal Requirements
3	One or more minor shortcomings – as these shortcomings are not serious they can be dealt with informally/orally
4	Standards are patchy – it is necessary to address one or more shortcomings by giving formal instructions for remedial action to be taken. Formal instructions may be implemented by e.g. instant visit report/email/physical removal/disposal of items
5	Standards unacceptable – shortcomings that are likely to result in prosecution/notice from enforcing authority/serious injury/death

Other Performance Indicators

These will be set by the Joint Health & Safety Committee as identified/required.

AUDIT

Audit closes the 'quality loop' by providing an independent overview of how well the organisation is achieving its objectives. Audit must go beyond simple 'documentation compliance'. What is needed is to be able to follow the totality of the audit trail from the Health and Safety Policy Statement through to workplace instructions, active monitoring (via the Arrangements, Compliance Notes, risk assessments, training records, monitoring records etc) and then to be able to observe the application of the intent in the workplace by how employees actually undertake their work.

The audit program will be developed in the light of experience of the rollout of the SMS. Until the SMS is implemented across EBOR it will not be appropriate to carry out an audit. The exact timing and content of the audit program will be devised by the Trust Health & Safety Officer in conjunction with JHSC, however, at the present time it is envisaged that the audit program will take account of the following factors and will commence no later than 2015/2016:

- The audits will be targeted at those issues where there is some evidence of significant residual risk to EBOR as identified through the risk registers and incident analysis
- The audits will be horizontal (ie the same issue checked across a number of Schools) and vertical (ie a series of issues checked in detail within a single Ebor Academy)
- Audits will be led independently of the School involved.



EBOR ACADEMY TRUST

Health & Safety Policy for Each Individual School Within the Ebor Academy Trust

Signature of Schools Chair of Governors _____

Signature of Schools Head Teacher _____

Date of adoption: _____

Date of review: _____ (every 1 year)

STATEMENT OF INTENT

School Management at believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

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 on and off the school premises
- Providing a safe, healthy and secure working and learning environment for staff and pupils
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessments and control 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 school for all
- Ensuring adequate resources are made available for effective health and safety management,
- Learning from our own health and safety experiences and sharing learning opportunities with other schools, and implementing control measures where appropriate
- Select and engage competent contractors who will work safely
- Providing adequate first aid cover and occupational health support

To ensure the above commitments can be met the Ebor Academy Trust Safety Management System (SMS) has been adopted. All governors, staff and pupils will play their part in its implementation.

Name _____ **Signature** _____ **Date:** _____
(Chair of Governors)

Name _____ **Signature** _____ **Date:** _____
(Head Teacher)

ORGANISATION

In order to achieve compliance with the Statement of Intent, specified roles within the school's management structure will have additional responsibilities assigned to them as detailed below.

THE GOVERNING BODY

The Governing Body has the following responsibilities:

- All reasonable steps are taken so that the school is complying with Ebor Academy Trust's Safety Management System
- Promote a sensible approach to health and safety within the school
- Seek and accept advice from Ebor Academy Trust's competent health and safety advisers when appropriate
- Persons have sufficient experience, knowledge and training to perform the tasks required of them
- Work closely with the head teacher and other school leaders to adopt a sensible attitude towards health and safety management – ensuring a proportionate response to reduce to health and safety risks in the school
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient resources are made available in respect of finance, time, equipment and people
- Only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Health and safety performance of the school is measured both actively and reactively
- The school's health and safety policy and performance is reviewed as a minimum annually or when there is a change of head teacher or Chair of Governors.

THE HEADTEACHER

The Head Teacher has the following health and safety management responsibilities – to ensure:

- That the school is following the Ebor Academy Trust Safety Management System and ensure that appropriate arrangements exist within the school to effectively manage risks
- The staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the school
- Consultation takes place with employees and their representatives on health and safety matters
- Effective communication throughout the school to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place to identify and provide suitable and timely staff health & safety training
- Systems are in place for undertaking specific requirements set out in the compliance notes within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across EBOR
- That Educational visits/off site learning is managed in line with the Evolve system adopted by EBOR
- That the key Health & Safety roles identified in the SMS are given to named individuals, the roles are the School Health & Safety Officer; Educational Visits Co-ordinator; Site Asbestos & Legionella Co-ordinator; Workplace Inspectors; First Aiders & Fire Wardens – and that each person has sufficient time and resources to carry out the requirements placed upon them through the SMS and H&S legislation.
- Staff have a sensible approach to health and safety within the all the school's activities
- Ensure that the School is following the risk assessments and safe systems of work to ensure that appropriate arrangements exist within the Ebor Academy Trust to effectively manage risks.

- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work
- Ensure that their School is working to Ebor Academy Trust safety management system and legal standards for health and safety
- Ensure that sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Ensure That School staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the Ebor Academy Trust
- Consultation takes place with employees and their representatives on health and safety matters
- Ensure effective communication throughout the Ebor Academy Trust to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place for the provision of suitable and timely staff health & safety training
- Systems are in place for undertaking specific legislative health and safety requirements
- The need for continuing improvement in health & safety performance is promoted within their Ebor Academy Trust and also for sharing experiences with peers
- To Oversee the Safety of Educational Visits for their school
- Ensure a lead Governor for Health & Safety has been appointed of the Local Governing Body

SCHOOL HEALTH & SAFETY OFFICER

- Co-ordinate and manage the annual risk assessment review and revision process for their School
- Co-ordinate the workplace inspections and active monitoring process for their School
- Make provision for the inspection and maintenance of work equipment throughout the Ebor Academy Trust, including the statutory examination and testing of specific equipment
- Manage the local Fire Risk Assessment; Fire Drills and Emergency evacuations including developing any Personal Emergency Evacuation Plans
- Oversee the local management of Asbestos; Legionella and all property compliance issues for their site
- To Oversee the Safety of Educational Visits, as the Educational Visits Co-ordinator
- Manage the keeping of records of all health and safety activities and monitoring
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the Ebor Academy Trust generally
- To co-ordinate the control of contractors on site when work is being undertaken
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors

SCHOOL LOCAL GOVERNOR HEALTH & SAFETY LEAD

- Monitor Health & Safety performance across the school and raise matters of evident concern with the School Health & Safety Officer/ School Head Teacher/Director of Education and Trust Board as appropriate

TEACHERS & ALL SUPPORT STAFF

Teachers and all support staff as part of their normal activities in and out of the school while at work shall:

- Take reasonable steps to safeguard their own health and safety and that of others including pupils and colleagues
- Cooperate with colleagues including contractors and EBOR to ensure that the school remains safe
- Raise any concerns about health and safety with the head teacher
- Discharge any specific health and safety duties in accordance with current EBOR Safety Management System instructions
- Attend health and safety training as directed by the head teacher

- All staff have a responsibility to advise the head teacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.
- Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.

ROLES AND RESPONSIBILITIES

The head teacher may delegate the following responsibilities to the school business manager or a person in a similar role:

- Co-ordinate and manage the annual risk assessment review and revision process for the school in line with the EBOR Safety Management System (SMS)
- Co-ordinate the workplace inspections and active monitoring process in line with the EBOR SMS
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory examination and testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally
- To co-ordinate the control of contractors on site when work is being undertaken in line with the SMS.

The following roles are delegated where appropriate (if not delegated, the head teacher assumes responsibility):

Site Asbestos Liaison Officer (SALO)	SALO is ... ADD NAME HERE
Site Legionella Representative (SLR)	SLR is ... ADD NAME HERE
Responsible person for fire safety (RPFFS)	RPFFS is ... ADD NAME HERE
First Aid	First aider ... ADD NAME HERE
Educational Visits Coordinator	EVC is ... ADD NAME HERE
School Health & Safety Officer	Is ... ADD NAME HERE
Fire Wardens/Co-ordinator	is ... ADD NAME HERE