

Health & Safety Policy

1 Statement of Intent

- 1.1** The Heart of Mercia Multi-Academy Trust was formed in 2019 and currently comprises three sixth form colleges (Hereford Sixth Form College, King Edward VI College, Stourbridge, and Worcester Sixth Form College) and two high schools (John Kyrle High School and The Chantry School). There are approximately 8,600 students and 1,150 staff whom the Trust is responsible for across Dudley, Herefordshire, and Worcestershire.

Health and Safety at work is the responsibility of everyone within the Heart of Mercia Multi-Academy Trust. The Trust accepts its responsibility to develop and pursue policy and procedures, as far as is reasonably practicable, that will ensure the health, safety and welfare of employees whilst working on behalf of the Trust and its academies and all other persons whilst on the premises. All employees, with the appropriate support, training, and supervision, are required to operate safe working practices and procedures and to work with due consideration for the safety of others. This policy reflects our dedication to creating a safe learning environment.

Signed:

Chair of Trustees

2 Aims & Objectives

- 2.1** To ensure a positive approach to health, safety and wellbeing, the Trust will undertake to develop and implement the following:
- To undertake all of the Trust's activities in such a way as to ensure, so far as is reasonably practicable, the health, safety, and welfare of all users of the Trust and its academies including trustees, local governors, employees, students, members of the general public and all other individuals or groups who work in or visit the premises of one of the academies within the Trust.
 - Ensure that where equipment, machinery or hazardous substances etc. are used or where employees are concerned with the handling, storage or transport of goods, safe working practices are established and adhered to in order to minimise risk. This will include the provision of safety equipment as required.
 - Ensure, by the establishment of effective policies and procedures, that the risk of accident and all forms of violence are minimised and, if they do occur, they are properly examined and recorded, and relevant action is taken to reduce or prevent a recurrence.
 - Provide appropriate training, information, and supervision for employees at all levels to ensure they are able to meet their responsibilities within the policy.

- To establish effective arrangements for joint consultation on health and safety matters, and promote health, safety, and wellbeing through appropriate engagement with representatives.
- To establish procedures to inspect, monitor and audit the effectiveness of the Health and Safety Policy and to make recommendations for any improvement and revisions necessary.
- Ensure that grievances or disciplinary matters concerning health and safety are dealt with using the existing employment procedures.
- Ensure and promote the wellbeing of all staff employed by the Trust.

3 Responsibilities

3.1 It is the responsibility of the Chief Executive Officer, in conjunction with Trustees, Principals/Headteachers and local governors to ensure that all reasonably practicable measures are taken to comply with health and safety legislation.

3.2 Trustees and Governors

Trustees and Governors will be responsible for maintaining high standards of health, safety, and wellbeing for the benefit of all Trust staff, students, and visitors. In particular they will:

- Collectively and individually exercise their role in providing health and safety leadership.
- Co-ordinate their responsibilities through the work of the Local Governing Bodies.
- Create a management structure for implementing the Health and Safety Policy.
- Accept responsibility for implementing the Health and Safety Policy.
- Monitor, review, and revise the policy statement.
- Promote awareness of health and safety issues.
- Engage the active participation of all members of the Trust in improving health and safety.
- Ensure there are policies and procedures for work activities.
- Ensure necessary health and safety information is available to all and implemented.
- Routinely scrutinise reports presented to the Trust Board pertaining to health and safety matters and provide challenge and support as appropriate.

3.3 The Chief Executive Officer

The Chief Executive Officer is accountable to the Trust Board for the implementation of the Health and Safety Policies across the Trust. The discharge of these duties will be delegated to the Principals/Headteachers of the academies, the Trust Director of Operations and Compliance and General Administrator for Health and Safety, Estates and Sustainability.

3.4 Academy Principals/Headteachers

Principals/Headteachers of academies in the Trust will be responsible in particular for:

- Co-ordinating the development, maintenance and implementation of the health and safety policies in their academy of the Trust. This document will be a Health and Safety Manual and will include the Health and Safety Policy for their academy along with associated policies and procedures. Specific policies that must be included as a minimum can be found in Appendix 1.

- Monitoring the implementation of the Health and Safety Policy within their academy.
- Reviewing and updating the Health and Safety Policy in their academy and its supporting arrangements, and the communication of any changes to all staff.
- Communicating the requirements of the policy to all staff in their academy.
- Ensuring provision of appropriate consultative arrangements with staff and union representatives, as appropriate.
- Ensuring all other requirements are met under current health and safety legislation.
- Ensuring arrangements are in place at their academy for dealing with health and safety matters such as:
 - the dissemination of health and safety information to all staff
 - first aid
 - accident reporting
 - emergency evacuation procedures
 - fire procedures, including the fire register
 - ensuring accidents and incidents are investigated as appropriate
 - ensuring health and safety matters raised by staff are dealt with in accordance with the appropriate policy/procedure.

The Health and Safety policy of individual academies of the Trust can be accessed via the links below.

<u>Academy</u>	<u>Website</u>
John Kyrle High School	https://www.jkhs.org.uk/
The Chantry School	https://www.chantryschool.com/
Hereford Sixth Form College	https://www.hereford.ac.uk/
King Edward VI College Stourbridge	https://www.kedst.ac.uk/
Worcester Sixth Form College	https://www.wsfc.ac.uk/

3.5 Trust Director of Operations

The Trust's Director of Operations will:

- work with the Chief Executive Officer, Academy Principals/Headteachers and other members of the Trust Central Team to ensure that the Trust achieves compliance in Health and Safety matters.
- report to the Trust Finance and Resources committee on Health and Safety matters across the Trust.
- work with the Compliance and General Administrator for Health and Safety, Estates and Sustainability to produce a Health and Safety strategy, policy and action plan for the Trust.
- work with the Compliance and General Administrator for Health and Safety, Estates and Sustainability on the system for compliance monitoring across the Trust.
- oversee the Health and Safety risks for the Trust using the Risk Management portal.

3.6 Trust Compliance and General Administrator for Health and Safety, Estates and Sustainability

The Trust's Compliance and General Administrator for Health and Safety, Estates and Sustainability will:

- work with relevant academy staff, eg. Premises/Estates Manager, to ensure effective day to day responsibility within the academies.
- Work with the Director of Operations to ensure the Trust has an appropriate Health and Safety Strategy, Policy and Action Plan.

- regularly meet with Health and Safety Officers at each academy of the Trust to discuss issues and progress with ongoing tasks and challenges.
- organise health and safety audits at Trust academies and report findings to the Executive Group.
- work with the staff who are responsible for health and safety in Trust academies as needed.
- work with the Chief Financial Officer to ensure the area is adequately funded and provided for to ensure compliance and good practice.
- liaise with the Health and Safety Officer at each of the Trust's academies to ensure their policies and procedures are compliant and effective and conduct audits thereof.
- Work with the Director of Operations to produce periodic reports on health and safety for the Trustees.

3.6 Employees

All members of staff are required to:

- observe the local and Trust Health and Safety Policies at all times.
- take reasonable care for the health and safety of themselves and anybody who may be affected by what they do or fail to do.
- raise health, safety and welfare issues with either their manager or safety representative, the academy Health and Safety Officer, the academy Principal/Headteacher, or the Chief Executive Officer.
- co-operate with management and other employees as far as is necessary to fulfil their duties in health and safety requirements.
- comply with the health and safety instructions and directions issued by managers.
- be familiar with local policy and procedure, eg. fire evacuation and first aid arrangements.
- report all accidents and damage at work to their manager or supervisor and complete the appropriate accident reporting procedures.
- use properly the means and facilities provided for health and safety at work, including safety equipment provided for their use.
- refrain from any activity that may endanger themselves or others or which contravenes the prescribed practices and procedures developed in support of this policy.
- participate in any required training provided that enables them to undertake their work in a safer manner.
- report any potential hazards or risks to management so that the appropriate action can be taken.
- refer to the Trust and relevant academy Safeguarding Policies and follow their requirements as appropriate.

3.7 Students

All students are required to:

- take reasonable care to ensure the health and safety of themselves and others within the relevant academy who may be affected by what they do or fail to do whilst in the premises.
- co-operate with all leaders, teaching staff and support staff on health and safety issues.
- ensure that they are familiar with, and act in accordance with, any procedures or instructions issued to them or brought to their attention in some or other way.
- act in accordance with any safety training which they have received.
- make full and proper use of any personal protective equipment provided for their use in accordance with any instructions given or training received. Any loss of equipment or any obvious defect should be reported immediately to the person responsible for the activity.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- report any accident to themselves, no matter how insignificant, by contacting the person responsible for the activity.

- report to a member of staff any situation which they consider may represent a health and safety risk and not use any equipment which appears to them to be unsafe.

3.8 Visitors and Contractors

Whilst on the premises, all visitors and contractors must observe the relevant academy Health and Safety Policy and safeguarding guidance.

4 Key Arrangements

4.1 All academies within the Trust must:

- Maintain a local Health and Safety Policy aligned with the Trust's framework.
- Maintain a manual for specific health and safety related policies and procedures.
- Carry out suitable and sufficient risk assessment for all significant activities.
- Provide staff with appropriate induction, training and supervision.
- Appoint and train sufficient first aiders and fire wardens.
- Conduct regular fire drills, lockdown drills and test alarms.
- Ensure statutory compliance on asbestos, water hygiene (Legionella), gas safety, electrical testing and building maintenance.
- Complete annual audits and submit health and safety reports to the Trust.

5 Health and Safety Audits

5.1 Internal Audit

The Trust Compliance and General Administrator for Health and Safety, Estates and Sustainability will conduct an annual audit of academy compliance and ensure the effectiveness of each individual academies' health and safety management systems. A brief report on findings will be presented to the Chief Executive Office and academy Principal/Headteacher thereafter.

5.2 External Audit

External audits of health and safety management systems will take place on a 3-year cycle. When new academies join the trust, an external audit will be organised within 6 months of conversion.

6 Monitoring and Review

The Trust Compliance and General Administrator for Estates, Health and Safety and Sustainability and the Director of Operations will monitor and keep under review the health and safety arrangements at Trust academies to ensure compliance with this policy.

The Trust Health and Safety Policy will be reviewed annually by the Trust Board.

7 Equality Impact

The Trust's responsibilities towards promoting equality, diversity and inclusion have been considered when drafting this policy.

Date of review	Date agreed	LGBs	MAT Board	Next Review date	Comments
June 2025	July 2025	Autumn 2025	July 2025	June 2026	

Appendix 1

The list below shows those policies, procedures and guidance that the Trust suggests its academies include in their Health and Safety Manual. Where a Heart of Mercia academy does not have a standalone policy, the Trust will require assurance/evidence that all identified areas are accounted for/covered in other policy or procedure.

If you require further information or clarification, please contact Charlie Lewis, Trust Compliance and General Administrator for Estates, Health and Safety and Sustainability (charlie.lewis@heartofmercia.org.uk).

- Accident, RIDDOR, Incident and Near Miss Policy and Procedure
- Asbestos Policy
- Children and Young Person's Policy and Procedure
- Contractors (Selection and on-site control) Policy including Site Rules
- Control of Substances Hazardous to Health (COSHH) Policy and Risk Assessment
- Display of Notices
- Display Screen Equipment Policy and Procedure
- Electricity at Work Policy and Procedure
- Fire Safety Policy and Evacuation Procedures (including PEEP)
- Fire Safety Inspection Checklist
- First Aid Policy
- Health and Safety Policy (academy specific)
- Legionella Policy and Procedure
- Lone Working Policy and Procedure
- Managing Violence and Aggression at Work Policy
- Manual Handling Policy and Procedure (including Risk Assessment)
- New or Expectant Mothers' Policy and Procedure (including Risk Assessment)
- Noise at Work Policy
- Permit to Work Policy and Procedures
- Personal Protective Equipment Policy and Procedure
- Risk Assessments and Operations Policy and Procedure
- Supporting Students with Medical Conditions
- Training Policy and Procedure
- Visitors' Policy
- Working at Heights Policy
- Working Environment Policy
- Work Equipment Policy