



**Unity Schools Partnership
Health and Safety Policy**

Adopted by the Trust Board – February 2019

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Unity Schools Partnership Health and Safety Policy Statement

The Health, Safety and Wellbeing of all the people who work or learn at our schools is of fundamental importance. Unity Schools Partnership is committed to providing a safe, secure and healthy working environment for everyone. The Board of trustees have overall responsibility for protecting the Health and Safety of all children, members of staff and visitors.

Under the overall direction of the Board of Trustees Unity Schools Partnership will:

- Provide suitable and sufficient information, training and supervision, as is required to ensure the Health and Safety of employees, our school children, their parents and anyone else that may be affected by our activities;
- Provide safe premises and places of work that are well maintained, have safe access and egress for all and are without risk to health;
- Ensure there is adequate resources available for the Trust and Schools to manage Health, Safety and Wellbeing in line with legislative requirements;
- Control the activities of others who are not in our employment to ensure they are carried out in a safe manor;
- Inform employees of their duty to ensure that they work in a safe manner and that they ensure their acts and omissions do not cause harm to others;
- Implement Health and Safety arrangements and procedures across the Trust to ensure that risks associated with any work activities are suitably controlled;
- Form a Trust wide Health and Safety Committee to ensure that the management of Health, Safety and Wellbeing is imbedded at Trust and Local Levels;
- Ensure that all external activities and school's excursions are managed in a safe manor and any identified risks are adequately controlled.

Our Health and Safety Policy complies with the requirements of the Health and Safety at Work etc. Act 1974 and will be subject to regular review at least annually or when there are any significant changes. Overall responsibility for Health and Safety in the School lies with the Board of Trustees, led by the Chair of Directors and The Chief Executive Officer, as the principal employee:

Name:

Signed: *Chair of Directors*

Name:

Signed: *Chief Executive*

Dated:

USP Health and Safety Responsibility

The overall responsibility for health and safety within rests with the Directors and the Chief Executive Officer. They will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that USP keeps within the requirements of the Health and Safety at Work etc. Act 1974 the above may delegate duties to employees who will provide support to meet the responsibilities.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the Health and Safety at Work etc. Act 1974.

Specific Responsibilities of the Trustees and Chief Executive Officer

The Board of Trustees and Chief Executive Officer Principal are responsible for implementing this policy across the Trust. In particular, they will:

1. Monitor and review the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to the school safety policies and procedures and of any relevant safety guidelines;
4. Make arrangements for accident recording and reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and learners, of relevant safety procedures. Other users of the school will be appropriately informed;
6. Identify defects in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed. This requires that regular safety inspections are undertaken;
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
9. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Directors and Executive Principal in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Legal Duties

Employer

It is our duty and responsibility as employers under the Health and Safety at Work etc. Act 1974 section 2.1 and 2.2 a-e and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our premises
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person's health or safety
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances
- To provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace

Employees

In addition to the previously described general responsibilities, the Health and Safety at Work etc. Act 1974 places legal duties on all employees.

These are:

Section 7 'Health and Safety at Work etc. Act 1974'

- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work – i.e. school children.
- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

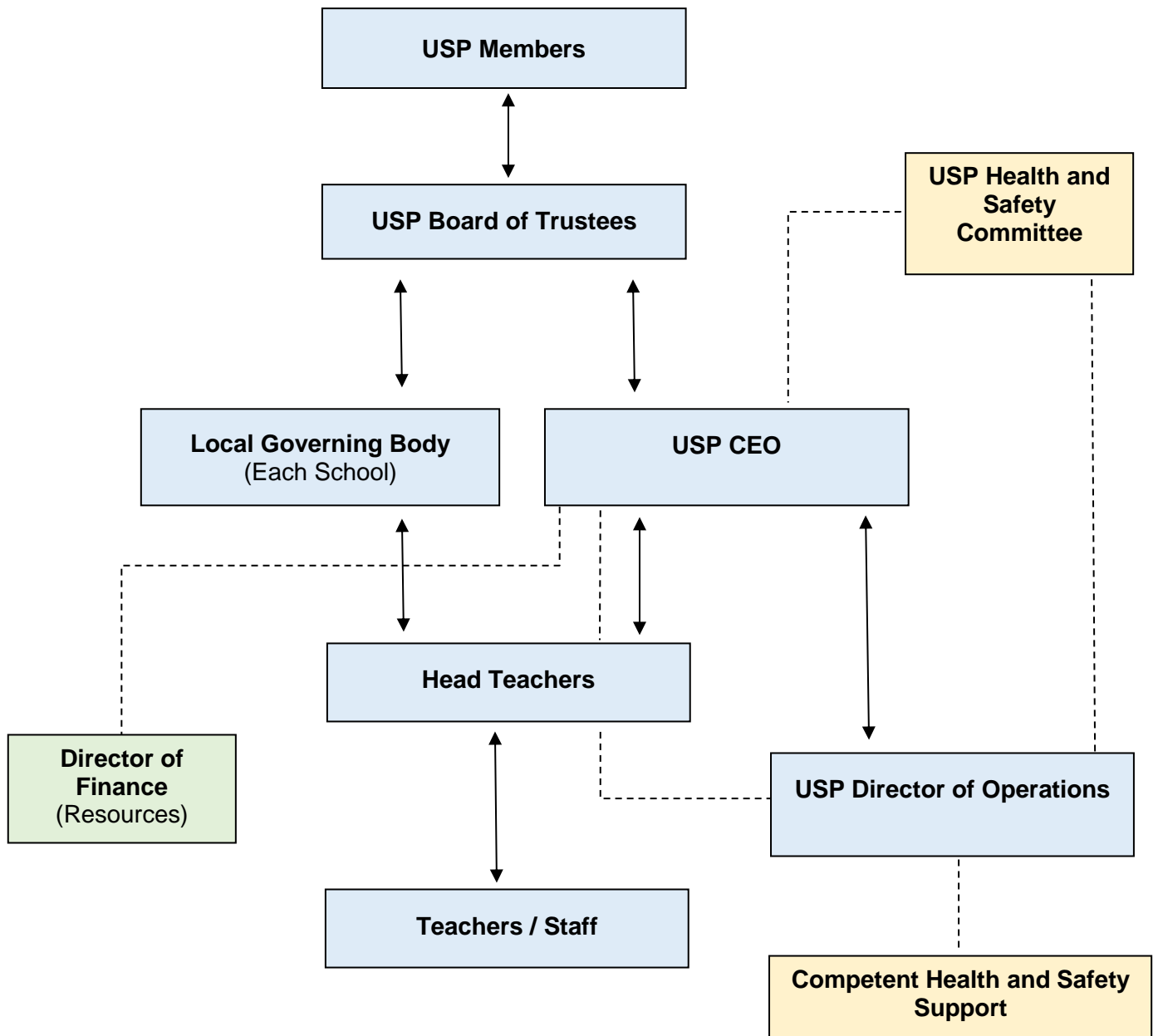
Section 8 'Health and Safety at Work etc. Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and/or imprisonment.

Unity Schools Partnership Health and Safety Organisation

Organisation of Responsibility Chart



Organisation Responsibilities

Detailed below is a list of the USP organisations key areas of responsibility and what roles they play in ensuring Health, Safety and Wellbeing is imbedded across the trust and at local school levels.

USP Board of Trustees

The Board of Trustees act as the Employer on behalf of the USP and are responsible for:

- Ensuring Health and Safety Policy and Arrangements are in place and implemented across the organisation
- Appointing the Chief Executive Officer of the USP to manage Health and Safety Policy, Arrangements
- For overseeing and implementing the Scheme of Delegation - http://www.USPrust.co.uk/sites/academy_trust/files/documents/Trust%20scheme%20of%20delegation%20April%202018.pdf#overlay-context=user
- Providing adequate resources to manage H&S in line with current legislation
- Overall responsibility of Health, Safety for the Trust and signing off the USP Health and Safety Policy Statement

USP Chief Executive Officer

The USP Chief Executive Officer is selected and employed by the Board of Trustees as the most senior Officer of the organisation. Their responsibilities include:

- Joint responsibility with the Board of Trustees for Health and Safety across the Trust
- Line Management of all the Head Teachers within the Trust
- Implementation of full policy, organisation and arrangements
- Presenting the Health and Safety Policy to Directors
- Setting and maintaining Health and Safety standards
- Report key Health and Safety information to the Board of Trustees

Local Governing Bodies (Each School)

For every school that is within the USP there must be a Local Governing Body in place. The Local Governing Body is in place to review the work by the headteacher to ensure that local arrangements are implemented and maintained at their schools.

USP Director of Operations

As the responsible officer (Responsible Person) for the Trust, the Director of Operations has a key role in ensuring that Health and Safety is imbedded at both a strategic Trust level and at a local school level. Some of their key activities include:

- Producing Health and Safety Policy and Arrangements for the Trust
- Monitoring the Health and Safety performance for the Trust
- Employ a trust wide Health and Safety Advisor / Competent Advice
- Ensuring Quality Assurance
- Ensures adequate resources are made available for managing Health & Safety across the Trust
- Prepare and report key Health and Safety information (e.g. incident data, actions from audits etc.) into the USP Health and Safety Committee

- Communicating any Health and Safety related information with Head Teachers
- Chairing the USP Health & Safety Committee

Head Teachers

Local school Head Teachers take on the role as the site Responsible Person (RP) and are responsible for ensuring that USP Health and Safety Policy and Arrangements are imbedded and managed at a local level

- Implementation of Health and Safety Arrangements and local procedures
- Delegate local Health and Safety responsibilities (where required)
- Introduce local a Health and Safety Committee meetings (to include the Governor responsible for Health and Safety)
- Ensure resources are available locally to manage Health and Safety Arrangements and procedures
- Produce data on Health and Safety on behalf of the USP Director of Operations
- Complete site specific risk assessments and to ensure all staff receive adequate information, training and instruction
- Ensure that local records relating to Health and Safety are kept and maintained at all times

Employees

All employees are responsible for their own and others Health and Safety why they are employed by the Trust. They must:

- Adhere to all policies, arrangements and procedures that have been implemented by the Trust.
- Report and provide feedback on any matters relating to Health and Safety whilst they are employed by the Trust.
- Actively engage with the development and implementation of local procedures

Health and Safety Committee

The Trust's Health and Safety Committee and is there to review the Health and Safety performance at Trust and local levels. The Health and Safety Committee is:

- A formal meeting defined by an agreed 'Terms of Reference' which is in place to review and develop the Health and Safety performance for the trust
- Chaired by the Director of Operations and has representation from Trust and local school levels (Head Teachers, Teachers, Staff, Technical Staff, Health and Safety Reps etc.)
- A forum for consultation at a trust and local level. As a legal requirement, employees have a right to consultation on any matters relating to Health and Safety.
- Is the Trusts focal point of reviewing their Health and Safety Management System

Competent Health and Safety Advice

The Trust will engage external competent Health and Safety advice and guidance on how to implement policy, arrangements and procedures across the organisation. The overall responsibility for Health and Safety remains with the Board of Trustees and the Chief Executive Officer. The competent support will provide advice and guidance to allow the Trust Responsible Person/s to meet requirements identified within the Health and Safety at Work etc. Act 1974 and any associated regulations.