EBOR ACADEMY TRUST

Policy Number

20

Statutory Health & Safety Policy

Signed: _____

Dated: April 2019

Review Date: April 2020

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.

STATEMENT OF INTENT

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.

As Chief Executive, I am committed to integrating health and safety into decision making and risk management processes within the Trust. The Ebor Board of Trustees will support me in this role and, together with the Central Services Team and Academy Management Teams, will ensure the effective leadership of health and safety for the Academies and others affected by the Trusts activities.

Mr R Ludlow
Ebor Academy Trust Chief Executive

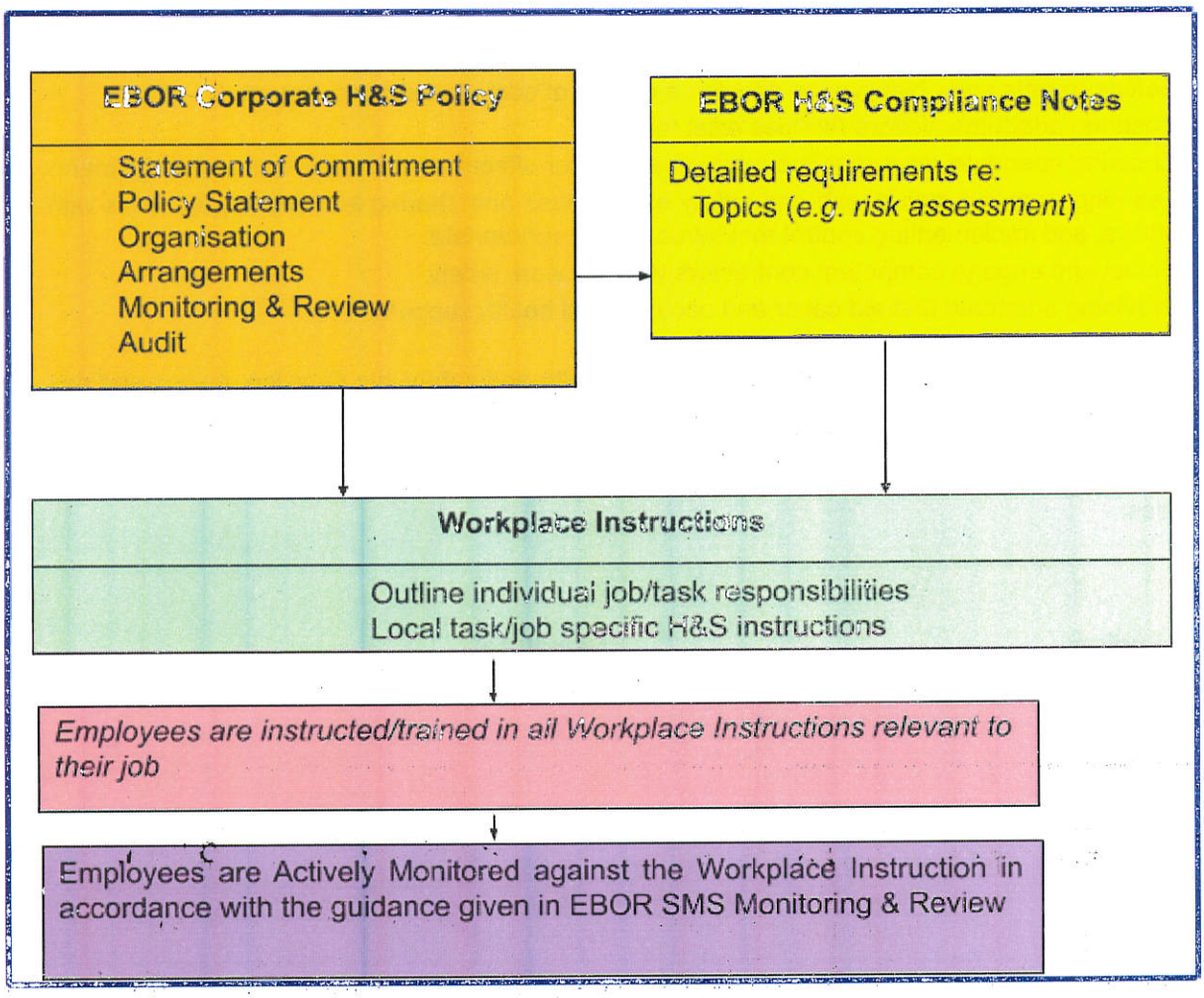
Signature:
Date:

1.0 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.



1.1 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:

1.2 Statement of Commitment

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

1.3 Description of EBOR SMS

(This document)

1.4 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 Ebor Academy Trust Chief Executive. Each Academy has its own Policy template that sets out how the Academy specific issues are addressed.

2.0 Organisation

This is a legal requirement and identifies the key responsibilities and accountabilities of all Ebor Academy Trust employees, senior managers and contractors/agency 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). They are applicable across Ebor Academy Trust and Academies.

3.0 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, and 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.

4.0 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 (e.g. Risk Assessment) is identified.

Workplace Health & Safety Guidance Notes

Workplace Health & Safety guidance notes can be found on the Google drive. These are to be used as direction to allow the Academies to write their Workplace Health & Safety Instructions and understand the policies and procedure in place which form the Ebor SMS.

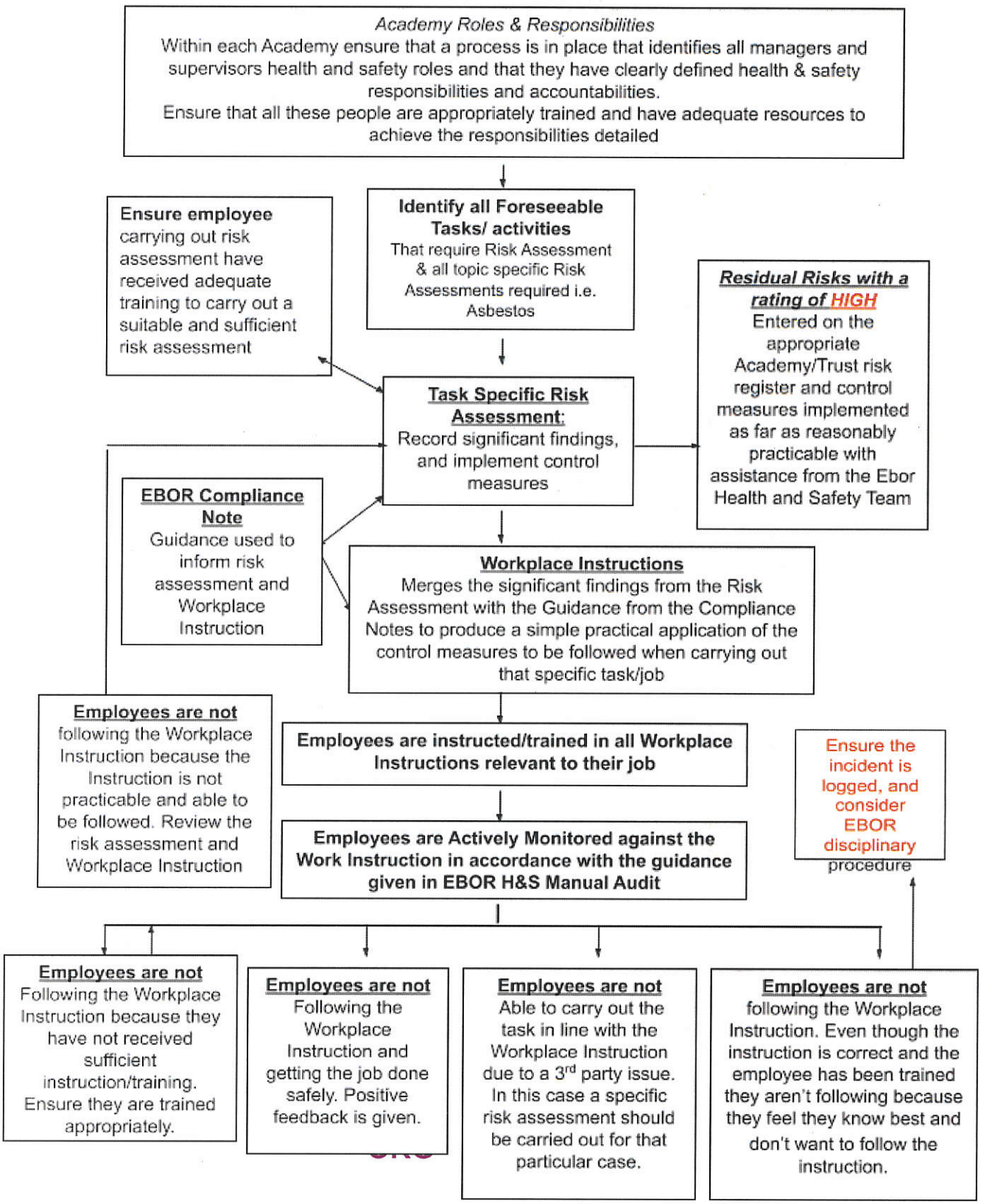
Workplace Health & Safety Instructions

Workplace Instructions are to be produced by each Academy 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. an Academy Specific Manual Handling Policy. However each Academy 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



2.0 ORGANISATION

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

EBOR BOARD OF TRUSTEES/HEALTH AND SAFETY TRUSTEE

The Ebor Board of Trustees 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 CEO Ebor Academy Trust Chief Executive and other Ebor Academy Trust Head Teachers to adopt a sensible attitude towards health and safety management – ensuring a proportionate response to reduce the 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 CEO Ebor Academy Trust Chief Executive.

EBOR ACADEMY TRUST CHIEF EXECUTIVE OFFICER

The Ebor Academy Trust Chief Executive Officer is accountable to the Ebor Board of Trustees and their 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 Academies.
- 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 Academies 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 Academy, as is the need to share experiences with peers across Ebor Academy Trust

ACADEMY HEAD TEACHER/HEAD OF SCHOOL

- That the Academy is following the Ebor Academy Trust Safety Management System and ensure that appropriate arrangements exist within the Academy to effectively manage risks
- The staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the Academy.
- Consultation takes place with employees and their representatives on health and safety matters
- 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 Academy 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 Academy 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 all the Academy's activities.
- Ensure that sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.
- Ensure that Academy 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 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 Academy.
- Ensure a lead Governor for Health & Safety has been appointed of the Local Governing Body

TRUST HEALTH & SAFETY OFFICER

The Ebor Academy Trust Health and Safety Officer's particular responsibilities are to:

- 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

ACADEMY HEALTH & SAFETY OFFICER

- Ensure that their Academy is working to Ebor Academy Trust safety management system and legal standards for health and safety
- Co-ordinate and manage the annual risk assessment review and revision process for their Academy
- Co-ordinate the workplace inspections and active monitoring process for their Academy
- Make provision for the inspection and maintenance of work equipment throughout the Academy, 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
- 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
- Effective communication throughout the Academy 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.
- The need for continuing improvement in local health & safety performance is promoted within their Academy and also for sharing experiences with peers across EBOR
- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work
- Ensure that the Academy 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.

ACADEMY HEALTH & SAFETY GOVERNOR

- Support the academy with complying with Ebor Academy Trust's Health and Safety Policy and the use of the Safety management system (SMS).
- Help and support the academy in the implementation of any health and safety directive put forward by the Trust.
- Raise matters of evident concern with the Academy Health & Safety Officer/ Academy Head Teacher/Trust Facilities Manager/Trust Health & Safety Advisor.
- Be the link between the governing body and the Academy in relation to Health & Safety
- Meet with the Trust Health & Safety representative regularly.
- Actively monitor and review Health & Safety performance across the academy through Work Place inspections.
- Follow up on WPI' and monitor any Health and Safety performance issues within the Academy.
- Keep the Local Governing Body up to date with any Health and safety concerns across the Academy.

ALL ACADEMY STAFF

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

- Take reasonable care of their own Health & Safety, and that of others who may be affected by what they do at work
- Follow health and safety instructions, rules .
- Understand that failure to follow reasonable health & safety instructions, rules 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, colleagues and pupils
- Cooperate with colleagues including contractors to ensure that the Ebor Academy Trust remains safe
- Raise any concerns about health and safety with the Academy Head Teacher and/or Academy Health & Safety Officer
- Discharge any specific health and safety duties in accordance with current Safety instructions
- Attend health and safety training as directed by the CEO Ebor Academy Trust/Head Teacher/Academy Health & Safety Officer
- All staff have a responsibility to advise the CEO Ebor Academy Trust/Head Teacher/Academy Health & Safety Officer 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 Academy Health and Safety officer.

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 Local Governing Body Staffing Committee which will meet twice a year and will act as the Trust 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 CEO Ebor Academy Trust and Academy Principal. A specific Arrangement in Section 4 of this Manual sets out the agreed detailed requirements for this committee both Trust wide and at each Academy.

In addition, after Annual Audits have been conducted by the Health & Safety team a report will be sent to the Health & Safety Scrutiny committee. This committee will in turn provide feedback to the CEO and Board of Trustees.

3.0 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) 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:

- Any 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 Trust with key issues raised at joint management-union forums
- Outcomes with the potential for application in other Academies 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 Academies carry out both Workplace Inspections and Active Monitoring (see below).

Workplace inspections

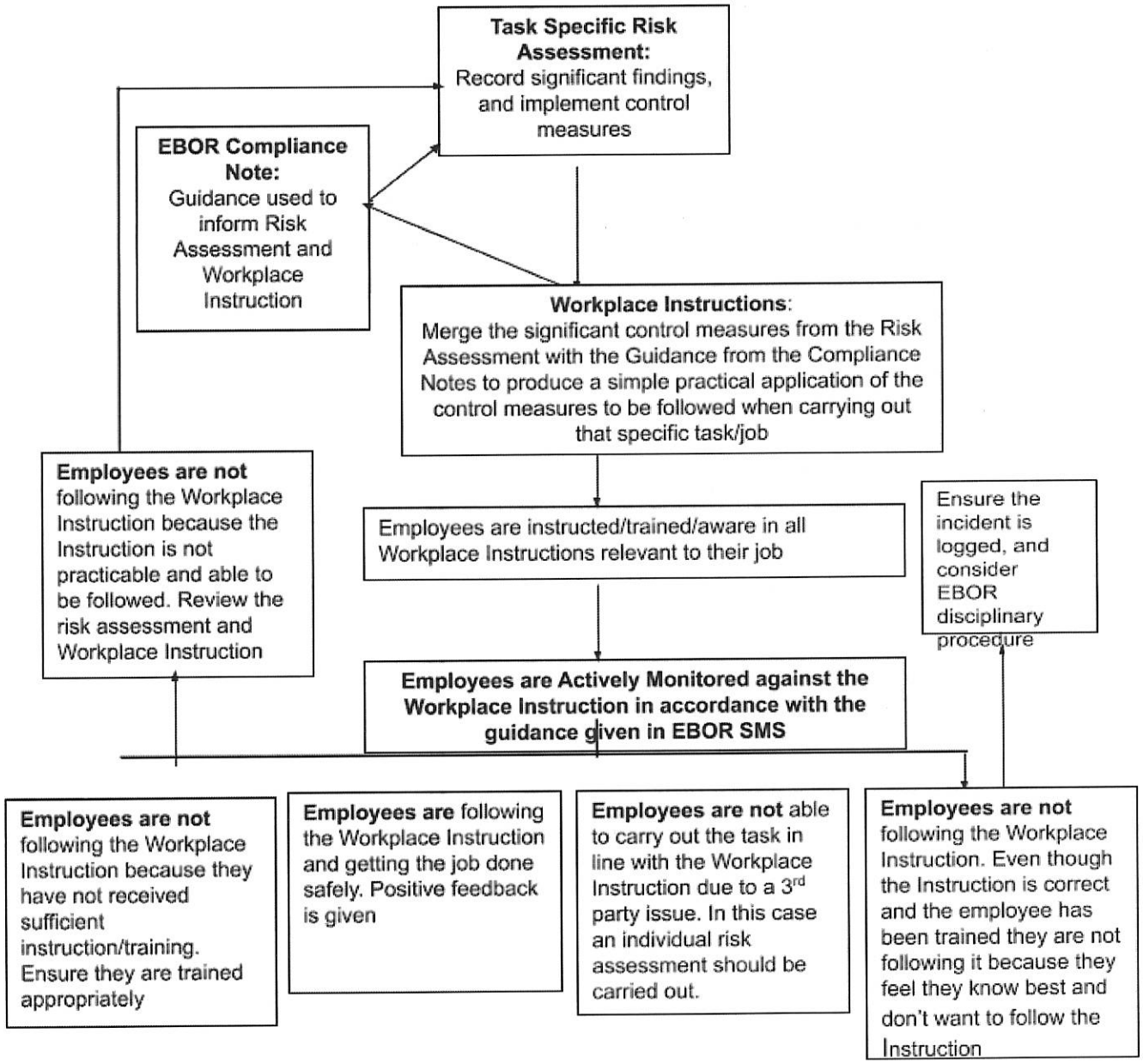
These are crucial to ensuring a safe workplace. The objective is to ensure that potential causes of injuries and ill health are identified and eliminated at an early stage. Experience shows that workplace inspections can have a significant impact on reducing the common causes of slips trips and falls . Academies 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 being followed as intended and is resulting in the desired safe system of work. The final section of the risk assessment form allows the findings from observational monitoring to be recorded.

Active Monitoring Methodology



The broad methodology for active monitoring is outlined above. The Academies are responsible for ensuring:

- The Academy Health & Safety Officer in conjunction with the LGB Health & Safety Representative conduct active monitoring;
- Monitoring is conducted autumn, winter and spring – a minimum acceptable frequency would be 10% of all risk assessment controls or Workplace Instructions to be monitored annually and 100% for activities with a risk rating of High.

The Academies need to collate the evidence and findings of the active monitoring for presentation at Audits.

Qualitative assessment of health & safety performance

As well as each Ebor Academy carrying out monitoring, the Trust Health and Safety Advisers will carry out a qualitative assessment of Health & Safety Performance across EBOR against relevant Key Performance Indicators (see table below) 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 below). 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/Academies/Departments/Teams . including sites and activities. This information will go to the service area's management chain up to CEO 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 CEO Ebor Academy Trust
- 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' should be used by managers to gauge their current health and safety working practices and produce local action plans.

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Key Health & Safety Performance Indicators

Topic	Standard
Health & Safety Policy	A. Is there a Health & Safety Policy and can all staff access it? B. Is the Policy in date and signed by Headteacher and Chair of Governors? C. Staff with specific responsibilities clearly identified D. Health & Safety Law poster clearly displayed
Asbestos	A. Responsible person appointed B. Asbestos Register/plan available C. Relevant Employees trained D. Knowledge of emergency procedures for accidental exposure
Health & Safety Management	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	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 .) D. Fire records
First Aid/Medical Procedures	A. Relevant Risk Assessments in relation to First Aid have been undertaken B. Appropriate First Aid trained Staff C. First Aid containers are suitably dispersed and contents regularly checked D. Suitable storage of medicines and control procedures for administering
Legionella	E. Legionella risk assessments have been undertaken F. Legionella monitoring is being undertaken in accordance with ACOP L8 or Risk Assessment stipulation G. Site Legionella Representative is identified and carrying out duties
Workplace Transport	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)
COSHH	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)	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	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
HAV's	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	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?
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) 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 Effective** – meets Best Practice
2	**Embedded** – meets Minimum Standards of EBOR SMS and minimum Legal Requirements
3	**Developing** – as these shortcomings are not serious they can be dealt with informally/orally
4	**Emerging** – 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	**Not Yet In Place** – shortcomings that are likely to result in prosecution/notice from enforcing authority/serious injury/death

Other Performance Indicators

These will be set by the Finance & Facilities Scrutiny Committee as identified/required.

4.0 AUDIT

Introduction

Audit closes the 'quality loop' by providing an overview of how well the organisation is achieving its objectives. Audit must go beyond simple 'documentation compliance'.
Currently the Audit programme is conducted by an external Independent company however, as of 2018/19 this will be conducted internally with an independent external Audit undertaken every 3rd year
An audit of each Academy will take place annually by the Health & Safety staff within the CST. Every third year this audit will be conducted by an external company in order to provide an impartial view across the trust. All audit reports are fed back to the Trustees through scrutiny committees on an annual basis.
There are KPI's (section three) which provides the Trust's guidance on what areas are to be audited.

Structure

- 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 (i.e. the same issue checked across a number of Academies) and vertical (i.e. a series of issues checked in detail within a single Ebor Academy)

Evidence

The Audit process will use some of the following evidence to decide on the compliance and health and safety rag rating of the academy

- Service records.
- Compliance records.
- Workplace instructions,
- Records of active monitoring via the Arrangements, Compliance Notes, risk assessment
- Training records.
- Active monitoring records.

EBOR ACADEMY TRUST

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

Signature of Academy Chair of Governors	
Signature of Academy Head Teacher	L J Woodward
Date of adoption: 15.6.19	
Date of review: 15.6.20 (every 1 year)	

STATEMENT OF INTENT

Academy Management at Haxby Road Primary Academy believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the Academy.

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 Academy 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 Academy 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 Academies, 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 S. Symonds **Signature** _____ **Date:** 11/6/19
(Chair of Governors)

Name Laura Woodward Signature L Woodward **Date: 11.6.19**
(Head Teacher)

ORGANISATION

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

THE GOVERNING BODY

- Raise matters of evident concern with the Academy Health & Safety Officer/ Academy Head Teacher/Trust Facilities Manager/Trust Health & Safety Advisor
- Ensure all reasonable steps are taken so that the Academy is complying with Ebor Academy Trust's Safety Management System
- Promote a sensible approach to health and safety within the Academy
- 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 Academy leaders to adopt a sensible attitude towards health and safety management – ensuring a proportionate response to reduce to health and safety risks in the Academy
- Support the Academy in creating clear procedures which assess the risk from hazards and produce safe systems of work.
- Ensure Health and safety performance of the Academy is measured both actively and reactively
- The Trust 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.
- Oversee, monitor and assist when requested through the Ebor health and safety audit.
- Oversee and observe the undertaking of the Trust's work place inspections (WPI).

THE HEADTEACHER/HEAD OF SCHOOL

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

- That the Academy is following the Ebor Academy Trust Safety Management System and ensure that appropriate arrangements exist within the Academy to effectively manage risks
- The staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the Academy.
- Consultation takes place with employees and their representatives on health and safety matters
- 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 Academy 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 Trust Health & Safety Officer; Educational Visits Co-ordinator; Site Asbestos & Legionella Co-ordinator; 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 all the Trust's activities.
- Ensure that sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.
- Ensure that Academy 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 undertaking specific legislative health and safety requirements
- The need for continuing improvement in health & safety performance is promoted within their Academy and also for sharing experiences with peers.
- To Oversee the Safety of Educational Visits for their Academy.
- Ensure a lead Governor for Health & Safety has been appointed of the Local Governing Body

ACADEMY HEALTH & SAFETY OFFICER

- Ensure that their Academy is working to Ebor Academy Trust safety management system and legal standards for health and safety
- Co-ordinate and manage the annual risk assessment review and revision process for their Academy.
- Co-ordinate the workplace inspections and active monitoring process for their Academy
- Make provision for the inspection and maintenance of work equipment throughout the Academy, 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
- 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
- Effective communication throughout the Academy 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.
- The need for continuing improvement in local health & safety performance is promoted within their Academy and also for sharing experiences with peers across The Trust.
- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work
- Ensure that the Academy 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.

ACADEMY LOCAL GOVERNOR HEALTH & SAFETY LEAD

- Help and support the academy in the implementation of any health and safety directive put forward by the Trust.
- Raise matters of evident concern with the Academy Health & Safety Officer/ Academy Head Teacher/Trust Facilities Manager/Trust Health & Safety Advisor.
- Be the link between the governing body and the Academy in relation to Health & Safety
- Meet with the Trust Health & Safety representative regularly.
- Actively monitor and review Health & Safety performance across the academy through Work Place inspections.
- Follow up on WPI and monitor any Health and Safety performance issues within the Academy.
- Keep the Local Governing Body up to date with any Health and safety concerns across the Academy.

TEACHERS & ALL SUPPORT STAFF

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

- Take reasonable steps to safeguard their own health and safety and that of others including pupils and colleagues
- Follow health and safety instructions, rules.
- Understand that failure to follow reasonable health & safety instructions, rules , 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, colleagues and pupils
- Cooperate with colleagues including contractors to ensure that the Ebor Academy Trust remains safe
- Raise any concerns about health and safety with the Academy Head Teacher and/or Academy Health & Safety Officer
- Discharge any specific health and safety duties in accordance with current Safety instructions
- Attend health and safety training as directed by the CEO Ebor Academy Trust/Head Teacher/Academy Health & Safety Officer
- All staff have a responsibility to advise the CEO Ebor Academy Trust/Head Teacher/Academy Health & Safety Officer of situations or activities that are potentially hazardous to the health and safety of staff, contractors and visitors.

ROLES AND RESPONSIBILITIES

The head teacher may delegate the following responsibilities to the Academy Office Manager or a person in a similar role:

- Ensure the Ebor Health & Safety poster is displayed in a prominent place with photographs and names of those personnel who have been given/delegated responsibilities as outlined below.
- Co-ordinate and manage the annual risk assessment review and revision process for the Academy in line with the EBOR Safety Management System
- Co-ordinate the workplace inspections and active monitoring process in line with the EBOR SMS
- Make provision for the workplace inspection and maintenance of work equipment throughout the Academy, 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 Academy 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):

School Health & Safety Officer	Terry Luke
Local Governing Body Health & Safety Representative	Mike Wash
Site Asbestos Liaison Officer (SALO)	Terry Luke
Site Legionella Representative (SLR)	Terry Luke
Responsible person for fire safety (RPFFS)	Terry Luke and Laura Woodward
First Aid	Tracey Cooper
Educational Visits Coordinator	Rachel Malster and Laura Woodward
Fire Wardens/Co-ordinator	Terry Luke, Laura Woodward, Sam Martin, Emma Legg, Brian Rose