



**YCAT**


Yorkshire Collaborative  
Academy Trust

**YCAT**  
**Health and Safety**  
**Policy Statement**

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|--|---|--|
| <b>Statutory Policy:</b>                           | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| <b>School Level Appendix:</b>                      | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| <b>Policy to be published on the YCAT website:</b> | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| <b>Policy to be published on school website</b>    | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |

**This Policy was adopted by**

**Yorkshire Collaborative Academy Trust  
on 19/03/2018**

<b>Chair of Trustees: Mr Ian Moore</b>	
<b>Signature:</b>	 IAN MOORE
<b>Frequency of review:</b>	1 year
<b>To be reviewed by:</b>	Board

**REVIEW RECORD**

Date of review	Reason for review	Date of next review
8/10/18	As part of review schedule	Oct 19

<b>Name :</b>	J Robinson	<b>Signature:</b>	
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**on behalf of YCAT Full Board**

Date of review	Reason for review	Date of next review

<b>Name :</b>		<b>Signature:</b>	
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**on behalf of YCAT Full Board**

Links to other Policies: All other Health and Safety procedures and policies including school's health & safety statements

**Health & Safety Policy Statement**

As a leader of the community that it serves, Yorkshire Collaborative Academy Trust recognises and accepts the financial and legal responsibilities and duties that it has for the health, safety and welfare of its employees and others affected by Yorkshire Collaborative Academy Trust's activities.

Yorkshire Collaborative Academy Trust's commitments are:

- To prevent injury and ill health associated with Trust's activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the organisation
- To satisfy applicable legal and other requirements
- To control health and safety risks through applying a hierarchy of control
- To continually improve the Yorkshire Collaborative Academy Trust's health and safety management system and performance
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare
- To set health and safety objectives and monitor their achievement

In our positions as Chairman of the Trustees and Chief Executive, we are committed to integrating health and safety into decision-making and risk management processes within Trusts. The Trustees will support us in this role and, together with the Leadership Team, will ensure the effective leadership of health and safety for the Yorkshire Collaborative Academy Trust and others affected by the Trust's activities.

Employees with management responsibilities will ensure that all significant risks are properly assessed, controlled and any measures implemented to mitigate risk are appropriately monitored. We regularly review these assessments, to ensure that the Yorkshire Collaborative Academy Trust complies with legal requirements and strives to achieve best practice.

We will maintain arrangements to consult employees, trade union representatives and others who may be affected by Yorkshire Collaborative Academy Trust activities, to encourage a joint approach to the management of health, safety and welfare.

Yorkshire Collaborative Academy Trust expects all employees and those undertaking work on behalf of, or in partnership with, the Society to take reasonable care of their own health and safety, for the health & safety of others and to co-operate with the Society in the performance of its moral and statutory duties.

Yorkshire Collaborative Academy Trust will monitor health and safety performance and review its policies and procedures to ensure the achievement of best practice in all aspects of health and safety management.

Chair of Trustees  
Chief Executive  
December 2017

## **Health and Safety Organisation**

This Section details the health and safety roles and responsibilities assigned to specific posts and functions within the Society.

### **Chair of the Trustees**

The Chair of the Trustees ensures that the work of the Senior Leadership Team and Trustees is conducted in accordance with the Yorkshire Collaborative Academy Trust's policy and procedures for health and safety and with due regard for relevant statutory provisions.

### **All Trustees**

All Trustees ensure that all the decisions they make are in line with this policy and other Yorkshire Collaborative Academy Trust policies and procedures. This ensures that they give due regard to health and safety and any relevant statutory provisions. This principle is upheld by all committees and during all contacts with employees and members of the public.

### **Chief Executive**

The Chief Executive has overall personal responsibility for the effective leadership for health and safety in the Trust. He carries out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of Yorkshire Collaborative Academy Trust's culture, of its values and performance targets;
- Provide effective leadership to Trustees by agreeing and reviewing targets for maintaining standards and, where appropriate, for achieving improvements in health and safety performance;
- Ensure that adequate resources are made available to achieve high standards of health and safety;
- Monitor and review health and safety performance by receiving both specific (e.g. incident-led) and routine reports.

## **Local Governing Body**

The Local Governing Body are responsible for the effective leadership of health and safety within their School. The Local Governing Body carry out the following duties:

- Ensure that the health and safety policy and management systems are an integral part of the Individual School, of its values and performance standards;
- Ensure that Individual Schools have a clear management structure and that health and safety responsibilities are effectively communicated and included in job descriptions;
- Ensure that there are adequate and appropriate arrangements to encourage the trust, participation and involvement of all employees on health and safety issues;
- Ensure there are adequate arrangements so that the required health and safety information is shared between those that need it;
- Ensure that there are systems and arrangements to secure the competence and capability on health and safety related matters of all employees and others who are part of the conduct of the Schools' undertakings;
- Provide visible leadership on health and safety to head teachers by setting and reviewing targets for achieving improvements in health and safety performance including conducting Termly Visual Inspections;
- Approve the Schools health and safety action plan and monitor its implementation;
- Ensure that adequate resources are made available to achieve high standards of health and safety performance;
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports including reviewing accident, incident and near miss reports on a termly basis ;
- Keep health and safety performance under review at Local Governing Body meetings and ensure a formal annual review is carried out;
- Consult the HandS Service and others to monitor the need for further health and safety measures.

## **Head Teachers**

Head Teachers are responsible for the effective implementation of this health and safety policy and associated management systems in all Trust Schools. They are responsible for ensuring that staff are aware of their responsibilities for implementing the day-to-day operation of all health and safety systems and procedures within their schools. In addition to these general duties, they will carry out the following:

- Ensure that the health and safety policy and management systems are an integral part of the culture, values and performance standards in their schools;
- Ensure that their school has a clear management structure and that health and safety responsibilities are effectively communicated;
- Provide visible leadership on health and safety to staff by setting and reviewing targets for achieving improvements in health and safety performance;
- Oversee implementation of the health and safety action plans and monitor their implementation;
- Ensure that adequate resources are made available to achieve high standards of health and safety performance;
- Monitor health and safety performance by receiving both specific (e.g. incident-led) and routine reports;

- Ensure that arrangements are in place so they are advised of any accidents, incidents and health and safety issues occurring in the school;
- Keep health and safety performance under review and play a full and active part in the review process at School Improvement Leadership Group meetings;
- Ensure that all employees have been informed of any significant risks to their health and safety, and any control measures, workplace precautions, safe systems of work, etc. that must be taken to minimize these risks;
- Ensure that health and safety issues are taken into account in all lesson plans;
- Satisfy themselves that suitable health and safety standards are maintained and arrange for any shortcomings in safety standards, inspections, training and instruction to be rectified where practicable;
- Monitor the need for any further health and safety measures, instruction and training;
- Provide effective leadership on health and safety to their staff by setting and reviewing targets for achieving improvements in health and safety performance;
- Consult the HandS and others who may assist with monitoring the need for further health and safety measures.
- Ensure that contracts are in place for building maintenance including the inspection and testing of equipment in the premises e.g. boilers, electrical, fire equipment, gas, lifts, etc.
- Ensure suitable arrangements are in place at the premises for the management of contractors and construction projects on site;
- Maintain suitable arrangements in the premises to manage any asbestos present in the building;
- Maintain suitable arrangements in the premises to manage any legionella risk in the building;

### **NYCC HandS Service**

Yorkshire Collaborative Academy Trust has appointed the NYCC HandS Service as their competent person in accordance with the Regulation 7 of the Management of Health & Safety at Work Regulations 1999. HandS Service provides strategic health and safety advice and support to the Schools, Trustees, Head Teachers and employees of YCAT. However, neither under the terms of this Policy, or under health and safety statutory requirements, can the HandS Service relieve either managers or supervisors of their operational health and safety responsibilities.

The HandS Service carries out the following duties:

- Work in partnership with Individual Schools to develop an annual health and safety action plan by undertaking the Annual Review Checklist for each school;
- To escalate or report as appropriate any failure to implement the health and safety plan to the Chief Executive;
- To contribute to, and engage in, the development of policies and procedures relating to health and safety;
- Develop and advise on the implementation of health & safety policy, procedures and management systems for existing and new activities;
- Support and empower head teachers to develop and implement effective health & safety risk management in their Individual Schools;

- Promote a positive health & safety culture, based on sensible risk management, to secure high standards of health and safety;
- Advise on the development of health & safety action plans, including the setting of realistic short-term and long-term objectives by conducting an annual Premises Inspection;
- Advise and inform on all aspects of health & safety, including new legislation, affecting the work of the Trust;
- Advise on the implementation of the health & safety risk assessment system and prioritisation of control measures;
- Advise on health & safety training for staff and ensure it is appropriate for their duties and responsibilities;
- Conduct an annual fire risk assessment for each school;
- Ensure appropriate health and safety signs and information is displayed;
- Ensure suitable first aid arrangements are maintained at the premises;
- Ensure emergency procedures are developed and periodically tested for the premises;
- On multi-occupancy sites ensure that, there is co-operation and co-ordination of health and safety arrangements between all parties;
- Ensure that suitable and sufficient risk assessments are carried out in each school. These should be recorded, communicated to the relevant staff and reviewed at least annually (or sooner if there is a significant change) and modified if necessary;
- Co-ordinate the accident/incident reporting, recording and investigation system. Completed ARF1 forms to be sent to NYCC for reporting to the HSE on the Trusts behalf;
- Report to management on health & safety performance and standards;
- Provide the main point of contact and maintain professional working relationships with health and safety enforcing authorities;
- Exercise the authority to stop work in cases where there is an intolerable risk of serious injury or likelihood of fatality.

### **Trade Union Safety Representatives**

Trade Union Safety Representatives are consulted where appropriate on matters affecting the health and safety of employees they represent, in compliance with relevant statutory requirements. Formal consultation with Trades Unions on health and safety takes place at Individual Schools level through the various risk management and health and safety groups.

### **All Employees, Trainees, Temporary Workers and Volunteers**

All employees, trainees, temporary workers and volunteers have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and are subject to Yorkshire Collaborative Academy Trust's disciplinary procedures. In particular, all employees, trainees, temporary workers and volunteers are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work;
- Co-operate with all head teachers and the HandS Service on health and safety matters;
- Familiarise themselves with, and to act in accordance with, any health and safety procedures that have been issued to them or otherwise brought to their attention;

- Act in accordance with any safety training, or any verbal safety instructions that has been provided to them;
- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions or training received. Report any loss of, or obvious defect in, such PPE to their supervisor or manager;
- Adopt safe behaviour and avoid interfering with or misusing anything provided in the interest of health, safety or welfare;
- Report any accident/incident or near miss to their head teacher (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee while on Yorkshire Collaborative Academy Trust premises, sites or affected by Yorkshire Collaborative Academy Trust activities, which comes to their attention;
- Report to their head teacher any work situation they consider to represent a serious and immediate danger to health and safety, or any other relevant matter that they consider to represent a shortcoming in current arrangements for health and safety;
- Follow any laid down emergency procedures in the event of serious imminent danger, such as emergency evacuations, lockdown etc.