

CORPORATE HEALTH AND SAFETY POLICY STATEMENT

SMART MULTI ACADEMY TRUST

Document Control

Author(s):	Smart MAT	External V2
Updated by:	Gareth Rowe	21-11-18
Trustee Committee Approval	Finance and Audit	
Board Approval Date		
Chair of Trustees' Signature:		
Next Review Date:	21-11-21	
Review Cycle:	Every 3 years	

CORPORATE HEALTH AND SAFETY POLICY - GENERAL STATEMENT

Corporate Health and Safety Aims

So far as reasonably practicable, SMART Multi Academy Trust (the Academy Trust) aims to:

- Effectively control health and safety risks to our employees, service users, and others affected by the way we conduct our activities and services.
- Comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and all other relevant health and safety and fire safety regulations.
- Work with partners and contractors to control health and safety risks.
- Prevent work related accidents, ill health and serious incidents such as fires or disturbance of asbestos containing material.
- Continuously improve our health and safety performance.
- Ensure our health and safety arrangements are balanced, proportionate and sensible.

In these aims the Academy Trust is motivated not just by the need to comply with statutory requirements, but also because good health and safety (H&S) management contributes to high standards in other aspects of the business such as: customer service, performance management, health and well-being, attendance, risk management, asset management, corporate governance and so on.

To achieve these aims, the Academy Trust will ensure, so far as reasonably practicable, that: -

- Effective H&S governance and performance management arrangements are in place.
- H&S responsibilities at all organisational and managerial levels are effectively managed.
- Activities involving significant risks are assessed and appropriately controlled.
- Systems of work, premises, plant, vehicles, equipment and substances are safe and without risks to health.
- Appropriate training, instruction, guidance and supervision is provided.
- Competent persons are appointed to support the Academy Trust to effectively manage all aspects of H&S, including occupational health.
- H&S arrangements are monitored and reviewed to ensure they are fit for purpose.
- Trades unions and employees are consulted regarding H&S arrangements.
- H&S requirements are appropriately considered in contracting, commissioning and partnership arrangements.
- Financial and reputational losses arising from work related accidents, incidents or ill health are avoided.
- Adequate resources are made available.
- The policy statement is reviewed on an annual basis and other policies, procedures and arrangements are reviewed at regular intervals.

Policy Commitment

The Academy Trust recognises that, as an employer, conductor of undertakings and occupier or controller of premises, it carries statutory responsibilities to ensure compliance with H&S and fire safety legislation.

The Academy Trust is strongly committed to achieving both legal compliance and its corporate H&S aims.

The Academy Trust is committed not to place requirements on managers and other officers which could compromise legal compliance or proportionate H&S arrangements.

The Board of Trustees and Chief Executive Officer are committed to discharging their organisational and management responsibilities for implementing this policy.

The Academy Trust seek the active support of all Head Teachers, Governors, employees and volunteers in achieving its aims.

CORPORATE HEALTH AND SAFETY STATEMENT OF ORGANISATIONAL ROLES AND RESPONSIBILITIES

This statement covers broad roles and responsibilities with the purpose of delivering, so far as reasonably practicable, compliance with the aims of this policy and the relevant statutory requirements. Specific roles and responsibilities will be assigned under local arrangements within schools as delegated by the Head Teacher and Local Governing Boards.

It should be noted that:

- Every employee and volunteer is legally required to co-operate with their employer on H&S matters, and to take reasonable care of themselves and others who may be affected by what they do, or fail to do, at work.
- Executives, Head Teachers, Trustees and Governors are also subject to the above duties, but carry additional legal duties to ensure that H&S is properly managed.

Board of Trustees and Chief Executive Officer

The board of trustees and Chief Executive and will provide leadership in delivering compliance with the relevant statutory requirements and the aims of this policy and will:

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- Give due consideration to H&S issues in decision making, including the need to adequately resource proportionate, effective H&S arrangements.
- Establish appropriate and proportionate governance and assurance arrangements to facilitate effective H&S planning, delivery, monitoring and review.
- Appoint competent health and safety support to assist the Academy Trust
- Make appropriate corporate arrangements to consult with employees and the trades unions and to facilitate trades union safety representatives in the exercise of their functions.

Head Teachers, Deputy Head Teachers and Local Governing Boards

For those activities and operations which carry significant H&S risks, Head Teachers, Deputy Head Teachers and Local Governing Boards will:

- Provide leadership so that effective H&S management arrangements are established.
- Implement H&S governance and assurance arrangements to facilitate effective and proportionate H&S planning, delivery, monitoring and review, including the assessment of significant risks.
- Give due consideration to H&S issues in decision making, including the need to adequately resource H&S arrangements.
- Engage appropriate levels of competent health and safety support.
- Take steps to achieve proportionate, continuous H&S performance improvement.
- Make arrangements to provide relevant training, instructions, guidance and supervision for managers and employees where required to effectively control H&S risks.
- Seek competent advice and support where necessary from the Health and Safety advisors.

- Establish consultation arrangements to engage the support of trades unions and employees in achieving effective and proportionate H&S standards.
- Ensure that appropriate cooperation is given to trades union safety representatives in the exercise of their functions.
- Appropriately consider H&S requirements in contracting, commissioning and partnership arrangements.

Lead Persons having responsibility where role/ activities/functions carry H&S risk

The extent of employees H&S responsibilities is commensurate with their responsibilities for the organisation or control of any activity, operation or function and the extent of any associated H&S risk.

- Employees responsible for activities or functions will:
 - Manage H&S in accordance with statutory requirements and relevant Academy Trust and School policies and procedures.
 - Where there are significant risks, manage, monitor and review H&S standards and performance.
 - Investigate, record and report any accidents, violent incidents, dangerous occurrences or incidents of work-related ill health in accordance with the Academy Trust's and Schools procedures.
 - Consult employees and trades unions' safety representatives on H&S matters
 - Seek competent advice and support where necessary from the Company Health and Safety Advisors.

Make arrangements so that:

- Work operations are safely planned, conducted and risk assessed.
- Employees are provided with appropriate information, instruction, training and supervision.
- Employees are provided with any necessary H&S equipment and facilities. ➤
- H&S risks associated with premises, plant, vehicles, equipment and substances are minimised.
- Contractors and providers are appropriately vetted and monitored.
- Records are kept to demonstrate H&S requirements are met.
- H&S controls are proportionate and sensible.

The Health and Safety Advisors

The Appointed Academy Trust Health and Safety Advisors will:

- Operate as the Academy Trust's appointed 'Competent Person' in accordance with the organisation's duties under the relevant regulations. The purpose of this role is to assist the Academy Trust and its directors and managers to fulfil their statutory obligations.
- Ensure, so far as reasonably practicable, that the Academy Trust's H&S management systems comply with statutory requirements, adequately protect employees, service users and others, deliver the aims of this policy, protect the Academy trust's interests and are proportionate.
- Support corporate and directorate management teams to provide appropriate H&S leadership and governance.

- Represent the Academy trust in dealings with the Health and Safety Executive, Fire Authority and other regulators.
- Support the Academy trust to fulfil its obligations in relation to H&S consultation with employees and Trades Unions.

All Employees

Every employee has a part to play in helping the Academy Trust achieve its H&S aims. In particular, all employees have responsibilities to: -

- Follow any relevant guidance, instructions, training and procedures.
- Take reasonable care of themselves and others during the course of their work.
- Report to their manager any H&S concerns in relation to methods of work, premises, sites, plant, equipment, vehicles, substances or any other work related matter.
- Report to their manager any ill health effects which they consider may be caused or exacerbated by work, including where they consider they may be affected by work related stress.
- Not interfere with or misuse anything provided in the interests of health and safety.
- Properly use any personal protective equipment or clothing, and report any defects in, or loss of, such equipment or clothing.
- As soon as possible, report to their manager or supervisor any work related accident or significant 'near-miss', including those involving members of the public, contractors or other non-employees.
- Report to their manager any incident related to work where they felt threatened or were assaulted.
- Follow any emergency procedures, such as fire evacuation procedures.

For those employees with additional H&S responsibilities specific to their jobs, these will be set out in local arrangements or management instructions.

Please note that failure to act in accordance with the roles and responsibilities set out in this policy or other relevant instructions or training may result in disciplinary action.

SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4SB.