



# Crofty MAT Health and Safety Policy

## Contents

- MAT Statement of Safety Policy**
- MAT roles and Responsibilities**
- MAT Arrangements for Health and Safety**
- Local Roles and Responsibilities**
- Local Arrangements for Health and Safety**

<b>Name of Policy</b>	Crofty MAT Health and Safety Policy
<b>Type of Policy</b>	MAT policy - To be used by all schools within Crofty MAT
<b>Drafted date</b>	
<b>Adopted date</b>	21/05/2019
<b>Review date</b>	21/05/2020
<b>Review</b>	Yearly

## Statement of Health and Safety Policy

Crofty Multi Academy Trust:-

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the Multi Academy Trust's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the Multi Academy Trust's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. Will ensure, as far as is reasonably practical, that this policy statement and supporting documents are kept up-to-date. A formal review and re-adoption of this policy will be carried out annually, no later than March 2020.

Approved and adopted by:-



Mike Hosking

Chair of the Board of Trustees



Simon Hague

Chief Executive Officer

Date 21/05/2019

## Multi Academy Trust Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the Multi Academy Trust (MAT). The individuals and groups identified below are expected to have read and understood the MAT's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

### **The employer**

The employer is Crofty Multi Academy Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health, safety and welfare of students, staff, visitors and contractors in schools, offices and when on visits.

### **Board of Trustees**

The Trustees are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The trustees will receive regular reports to enable them, in collaboration with the Governors and Chief Executive Officer, to prioritise resources for health safety and welfare issues.

The Board of Trustees have appointed Steve Eva - Estates Manager to provide expert support and guidance to Headteachers in delivering their Health and safety responsibilities.

In the event of a serious Health and Safety Incident, the Chair of the Board will be alerted and will, if they deem necessary, alert the rest of the Board (and the Lead Member).

The lead Board Member for the Health and Safety will, along with the Lead Officer, present the report to the Board. On an annual basis, the Chair of Board will review the Health and Safety processes with both the Lead Member and Officer.

There will be a termly presentation to the Board, covering the following topics.

#### TOPICS:

1. Overview report on the level of compliance of each school and office of the MAT.
2. Reporting mechanisms for safety and premises checks and supporting documentation.
3. Annual report of incidents and near misses plus subsequent remedial actions.

## Headteacher

The Headteacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the MAT in accordance with the Statement of Safety Policy;
- Ensuring that termly health safety and welfare inspections are carried out;
- Ensure that compliance files and reports are updated and acted upon in a timely manner;
- Submitting regular health safety and welfare reports to the Governing Body;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating employee training needs through health and safety training matrix;
- Maintain and develop their own knowledge and training in the effective day to day management of health safety and welfare (level 3 qualification)
- Liaising with governors and the employer on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor(s) appointed to deliver services or carry out work is competent to do so and has signed the Crofty health and safety standards and site rules, code of conduct for contractors and the letter of assurance;





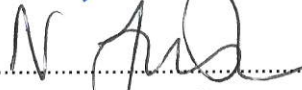

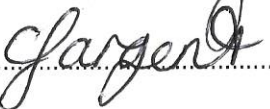
Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this MAT the following functions have been delegated to:-

<b>Function</b>	<b>Delegated to</b>
Day to day health safety and welfare management	Headteachers of constituent schools
Regular inspections	
Accident Investigation	
Chairing Health and Safety Committees	
Employee training needs	
Contractor management	

### Competent Health and Safety Advice

The MAT recognises that it must have access to competent health and safety advice. The MAT's competent advisors are

The Health, Safety and Wellbeing Services Team, Cornwall Council.

Name of School	Signed	Date:
Illogan School		11/6/19
Lanner		28/6/19
Pencoys		28/6/19
Pennoweth		11.6.19
Portreath		11.6.19
Roskear		11/6/19
Rosemellin		11/6/19
Treloweth		11/6/19
Weeth		11/6/19