

# Elliot Foundation Academies Trust Health and Safety

## Document Control

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## Related policies and documents

- Locally Owned Academy Health & Safety
- H&S guidance docs (which will be on the Community)

## Definitions

- Where the word 'Trust' is used in this document it refers to The Elliot Foundation Academies Trust.
- Where the word 'Governing Body' is used it refers to the Local Governing Body of an individual academy within the Trust.
- Where appropriate the Local Governing Bodies of individual academies will publish details of the procedures and practices to implement Trust policies.

## Elliot Foundation Academies Trust Vision and Values

### Vision

The Elliot Foundation was created as a safe place for children and teachers where all are nurtured to achieve beyond even their own expectations. Our motto, "Where children believe they can because teachers know they can" reflects our conviction that raising expectations for all children and teachers is at the heart of a successful and inclusive society.

### Values

#### For children

We help children to discover themselves and aspire beyond any limitations that their context might appear to place upon them. We help them understand that they can be, 'Heroes of their own lives' building the foundations for healthy and successful lives.

#### For schools

In addition to the essential functional skills of reading, writing and mathematics, children need to learn how to learn and to believe that they can continue to do so. They must also possess the critical thinking skills to sift fact from fiction to be able to think for themselves, freely and creatively.

#### For success

To thrive, whatever their chosen path, children need confidence, curiosity and commitment. We will nurture these attitudes across all their learning experiences

#### For communities

Children at Elliot schools will be raised with an awareness of the world around them and their role in shaping a better future through volunteering and contributing in their communities

## 1. Statement of Intent

- 1.1. The Elliot Foundation Academies Trust (TEFAT) recognises and accepts its responsibilities, under the Health & Safety at Work etc Act 1974, to provide a safe and healthy environment for all its employees and all other people affected by its operations and activities, including the pupils of its Academies.
- 1.2. To ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of students, staff and others using or visiting its premises or participating in TEFAT sponsored activities.
- 1.3. TEFAT, in conjunction with the Local Governing Body and Academy Principals commit to:
  - Conducting all activities safely and in compliance with legislation
  - Promoting a positive safety culture
  - Reporting to TEFAT Board on health and safety performance
- 1.4. It is therefore the policy of TEFAT that it will, so far as is reasonably practicable:
  - Ensure the health, safety and welfare at work of all its employees;
  - Protect the health, safety and welfare of all its pupils;
  - Protect the health and safety of all contractors' employees working in its premises and on its land;
  - Protect the health and safety of all persons visiting its premises or land;
  - Protect the health and safety of all persons who may be affected by its activities.
- 1.5. To implement this policy, TEFAT will take all reasonably practicable steps to ensure the provision and maintenance of:
  - Safe workplaces, with safe access and egress;
  - Safe plant and equipment; and safe systems of work
  - Appropriate information, instruction and training for School employees and pupils;
  - Information to employees from an external employer on the risks to health and safety arising from School activities;
  - Arrangements for the safe use, handling, storage and transport of articles and substances;
  - Adequate welfare facilities, in permanent and temporary locations.

- 1.6. The Trust adopts a planned and systematic approach, which includes:
- Identifying and assessing the hazards and risks associated with all of The Trust's activities, with the aim of eliminating, minimising or controlling the risks.
  - Systems for joint consultation with Safety Representatives and others.
  - Monitoring and reviewing to ensure that satisfactory standards are being achieved, both in The Trust's premises, land and on other sites utilised by The Trust.
- 1.7. The effectiveness of this policy will be monitored and reviewed as and when necessary.

All people who work in or with The Trust and key personnel who use its services should read and comply with this statement and any of the following detailed pages as they affect them.

## 2. Organisation and Responsibilities

### The Elliot Foundation Academies Trust will:

- 2.1. Appoint a Director with responsibility for Health and Safety.
- 2.2. Appoint external Health and Safety expertise to provide information, training, instruction, monitoring and support on all aspects of Health and Safety as required.
- 2.3. Provide strategic direction in the importance of Health and Safety across the organisation.
- 2.4. Undertake regular Health and Safety audits of compliance with relevant legislation and report on actions needed to address issues identified.
- 2.5. Review all reported events and near misses to make sure practices and procedures are reviewed and updated as necessary.

## 3. Organisation and Responsibilities

### The Local Governing Body (LGB) will:

- 3.1. Adopt the TEFAT model locally owned Academy Health and Safety policy.
- 3.2. Identify a named governor with an active oversight of Health and Safety, maintaining a knowledge of the risks at the academy and how they are being managed.
- 3.3. Ensure health and safety has a high profile across the academy and ensure compliance with the relevant legislation.
- 3.4. Provide, so far as reasonably practicable, a safe and healthy environment for all persons who work at, attend or visit the academy.
- 3.5. Ensure, so far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- 3.6. Monitor and review health and safety ensuring that risk management measures and procedures are effective.
- 3.7. Report to the LGB and to TEFAT on health and safety risks or issues that arise.
- 3.8. Endorse and support the safety policies and procedures of TEFAT and assist in discharging those responsibilities which TEFAT holds as an employer.
- 3.9. Ensure that risk assessments are carried out within the academy in line with TEFAT guidance and procedures and ensure the assessments are reviewed regularly.
- 3.10. Review on an annual basis all accidents and incidents reports to identify trends.

## 4. Organisation and Responsibilities

### The Principal will:

- 4.1. Implement the TEFAT model locally owned Academy Health and Safety policy.
- 4.2. Promote a good health and safety culture throughout the academy.
- 4.3. Lead day to day management of all health and safety matters in the academy in accordance with the health and safety policy.
- 4.4. Ensure staff are aware of their responsibilities and ensure that those to whom Health and Safety responsibilities have been delegated, are suitably trained and competent to undertake the tasks.
- 4.5. Update LGB members by submitting regular reports.
- 4.6. Ensure action is taken on health, safety and wellbeing issues.
- 4.7. Ensure that risk assessments are undertaken by a competent person and reviewed on an appropriate basis.
- 4.8. Consult staff and provide training opportunities
- 4.9. Pass on information received on health and safety matters to appropriate people.
- 4.10. Carry out accident investigations, take action to mitigate risk and report significant accidents to the TEFAT.
- 4.11. Draw up health and safety procedures within the academy in line with TEFAT policies, procedures and health and safety handbook.
- 4.12. Identifying and facilitating staff training needs and ensuring appropriate induction for new staff.
- 4.13. Identifying and facilitating staff training needs and ensuring appropriate induction for new staff.
- 4.14. Monitor effectiveness of procedures and revise when necessary.

## 5. Organisation and Responsibilities

### The Staff will:

- 5.1. Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- 5.2. Cooperate with health and safety arrangements.
- 5.3. Report any defect or any other health and safety matter that they are aware of.
- 5.4. Use correct equipment, tools and protective clothing issued.
- 5.5. Ensure anything, including systems and procedures provided in the interests of health and safety or welfare, is not misused or interfered with.

## **6. Health and Safety Representatives**

- 6.1. The Governors and all levels of Academy management will cooperate with any Health and Safety Representative nominated by TEFAT