



COMMUNITY SCHOOLS ALLIANCE TRUST (CSAT)

HEALTH AND SAFETY POLICY

Policy Statement

The Trustees, Local Governing Bodies and Headteachers' of Community Schools Alliance Trust recognise their responsibilities under the Health and Safety at Work Act 1974 and other health and safety legislation to:

- Provide a safe and healthy working environment for employees; and,
- Ensure their work does not adversely affect the health and safety of other people such as students, staff, visitors and contractors.

The Headteacher will ensure that effective consultation takes place with all employees on health and safety matters including in relation to the school's Child Protection and Safeguarding Policy and that individuals are consulted before being allocated with particular health and safety functions.

Where necessary the Headteacher in conjunction with the Hard Services Team Leader will seek specialist advice to determine the risks to health and safety across the school site and the precautions required to deal with them.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety across all Academy's activities.

This policy forms part of the overall health and safety arrangements at CSAT in dealing with different areas of risk.

Health & Safety Organisation

Responsibilities of the Local Governing Body

- Ratifying the Academy's health and safety policy and organisation responsibilities;
- Promoting high standards of health and safety within the Academy;
- Regularly reviewing health and safety arrangements (at least quarterly);
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the Academy budget;
- All accidents and near misses are recorded;
- Academy activities, including those off site, which could constitute a significant risk to health and safety of employees or other persons are appropriately controlled;
- Prioritising action on health and safety matters where resources are required from the Academy's budget – seeking further advice where necessary and ensuring that action is taken;
- Ensuring that this statement and other relevant health and safety documentation is available to all employees via staff intranet;
- Active and reactive monitoring of health and safety matters within the Academy including health and safety inspection reports and accident reporting;
- Participate in the Academy's H&S Management Committee.

T: 01865 765726

A: Cheney Lane, Oxford, OX3 7QH

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Responsibilities of the Headteacher

- Ensuring health and safety matters are being carried out in accordance with the Academy's health and safety policy and health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made, recorded and actioned by user departments including those off site which could constitute a significant risk to health and safety of students, staff and/or other persons;
- Ensuring that regular health and safety inspections are carried out throughout the school site and buildings;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate persons;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Seeking specialist advice on health and safety matters where appropriate;
- Participate in the Academy's H&S Management Committee.

Responsibilities of Hard Services Team Leader

- Attending appropriate health and safety training courses;
- Promoting health and safety matters throughout the Academy and assisting the Senior Leadership Team in the implementation of the Academy's health and safety arrangements;
- Leading on health and safety management, implementation, monitoring and ensuring health and safety arrangements are kept up to date;
- Ensuring that the correct accident and near miss reporting procedures are followed and that where appropriate accidents, incidents and near misses are investigated;
- Arrange regular health and safety inspections and ensure follow up action is completed. Report all non-completion or compliance issues to the Local Governing Body and Headteacher;
- Providing health and safety induction training;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensure they consult and sign the Asbestos Register when applicable.

Senior Leadership Team and Line Managers

- The day to day management of health and safety within their department or areas of responsibility in accordance with health and safety policy;
- Devising risk assessments and keep under regularly review (at least once annually);
- Carrying out regular health and safety monitoring inspections across their areas of line management responsibility;
- Ensuring remedial action is taken following health and safety inspections and audits;

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- Passing on health and safety information and ensuring health and safety training is carried out by all members of their staff;
- Arranging specific health and safety training for their members of staff and ensuring health and safety control measures are being adopted in line with risk assessments.

Responsibilities of All Staff

- Take reasonable care for the health and safety of themselves and others when undertaking their work;
- Comply with all appropriate risk assessments and safe working practices;
- Checking classrooms/work areas are safe before use;
- Checking equipment is safe before use;
- Ensuring safe working procedures are followed;
- Attending health and safety induction and completing any required training;
- Co-operating with Senior Leadership Team on all matters relating to health and safety by complying with health and safety policy;
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use; Ensure that the correct health and safety equipment is available and fit for purpose;
- Report any faults, damage or breakages to the Estates team using "Premises Help Desk", the link is located on the staff intranet under quick links.

Health and Safety Arrangements

- Details of how areas of risk will be addressed are detailed in the Academy's Health and Safety arrangements which can be found on the staff intranet under quick links.

Policy Review

This policy was reviewed in September 2021.