



The Robert Carre Trust Health and Safety Policy

Statement of Health and Safety Policy

The Robert Carre Trust is committed to:

- the provision of safe and healthy conditions for students, employees and visitors;
- compliance with all relevant health and safety legislation;
- seeking the co-operation of employees, students, parents and contractors to achieve these objectives in order to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in the Health and Safety Handbook.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

The Health and Safety Policy will be reviewed annually and the Policy Statement signed by the Chair of Trustees and the Executive Headteacher will be prominently displayed around the school.

Organisation and General Responsibilities

Trust

The **Trust** is responsible for ensuring that:

- a health and safety policy is prepared, implemented and reviewed to ensure it remains valid;
- health and safety standards are monitored by direct involvement or by considering inspection reports;
- actions are prioritised where resources are required;
- health and safety is an agenda item at Trust and Local Governors' meetings;
- a Local Governor for each school is given specific responsibility for health and safety;
- a Trustee is given specific responsibility for health and safety;
- the Local Governor and Trustee with specific health and safety responsibilities and the Executive Headteacher/ Headteacher/ Head of School receive health and safety management training and are competent to deal with the health and safety aspects of the work;
- assistance is obtained from specialists when in any doubt about the health and safety standards to apply.

Executive Headteacher

The Executive Headteacher is responsible to the Trust for ensuring that:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in the appropriate Risk Assessment;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;

- any problems in implementing appropriate health and safety standards are reported to the Trust;
- specialist help and assistance is obtained where necessary;
- the reports of health and safety monitoring are communicated to the Trust along with details of significant injuries to employees, students and visitors;
- the Executive Headteacher is responsible for ensuring that a 'Health and Safety Law' poster is displayed in the offices where staff can read it;
- the Executive Headteacher shall also ensure that a current copy of the employer's liability insurance certificate is displayed where staff can see it.

Health and Safety Competent Person

The Health and Safety team of Kier Business Services is appointed to be the competent person as required by the Management of Health and Safety at Work Regulations 1999 and is responsible for providing the health and safety assistance as and when requested.

The local contact is Mr Keith Rhodes, Health and Safety Advisor. He can be contacted via email at keith.rhodes@kier.co.uk or by phone on 01522 836716 / 07770 537453.

RCT Health and Safety Co-ordinator

Is responsible for assisting the Executive Headteacher with the above and specifically for:

- liaising with employees and Health and Safety advisors where appropriate to ensure that hazards are identified and appropriate risk control arrangements implemented;
- monitoring the health and safety standards of the school on a day to day basis and reporting any problems that cannot be rectified to the Executive Headteacher.

Headteachers/Heads of School - General Responsibilities

Headteachers/Heads of School are responsible to the Executive Headteacher for ensuring that in their areas:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in their own school Risk Assessments;
- the arrangements are monitored to ensure they are working;
- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Executive Headteacher;
- specialist help and assistance is obtained where necessary;
- reporting to the Executive Headteacher any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

Heads of Department/ Subject Leaders - General Responsibilities

Heads of Department/ Subject Leaders are responsible to the Headteacher/Head of School for ensuring that in their areas:

- hazards are identified and arrangements are made and implemented to control the significant risks and comply with the relevant health and safety legislation;
- the significant findings regarding the above are recorded in their own Departmental Risk Assessments;
- the arrangements are monitored to ensure they are working;

- employees are aware of what is expected of them and that they are capable of dealing with the health and safety requirements of their work;
- any problems in implementing appropriate health and safety standards are reported to the Headteacher/Head of School;
- specialist help and assistance is obtained where necessary;
- reporting to the Headteacher/Head of School any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements.

All Employees

Are responsible for:

- taking reasonable care for their own health and safety and that of other employees and visitors who are affected by their activities;
- where appropriate, exercising effective supervision of students so as to minimise risks to their health and safety;
- using any work equipment in accordance with the training and instructions provided;
- co-operating as is necessary to implement the arrangements of this policy;
- monitoring the health and safety standards of their own areas, ensuring that appropriate risk control measures are implemented;
- reporting to the Executive Headteacher/Headteacher/Head of School any health and safety matters they cannot, or do not feel competent to, deal with themselves and any shortcomings they see in the health and safety arrangements;
- not intentionally misuse or abuse anything provided for health, safety and welfare purposes.

Students

Students are expected:

- to exercise personal responsibility for their own health and safety and that of their classmates;
- to observe standards of dress and behaviour consistent with the safety of themselves and others;
- to observe the rules of the Trust and the school and in particular the instructions of teachers.

Monitoring and Review

In order to ensure that the health and safety arrangements of the Trust remain effective, and that the health and safety policy remains valid, a scheme of monitoring and review has been implemented.

The following summarises the content of this process:

The Robert Carre Trust uses a health and safety software package called Smartlog™. This is recognised by Ofsted and endorsed by ASCL (Association of School and College Leaders). The information below provides you with some information about the service we will be using.

Our health and safety management software includes the following functionality:

Unlimited number of users, Self-monitoring & Custom Risk Assessments, Audit Trail, Document Management, Maintenance Checks and Tests, Log Book and Online Training.

Smartlog™ health and safety software acts as your complete Fire & Health and Safety management tool.

Key features include:

- Unlimited number of Users
- Self-monitoring Risk Assessments – Fire, COSHH, Asbestos, Legionella, Work Place Safety Inspections, Agency Workers and DSE Assessments. You can also create your own custom

interactive assessments so that all of the appropriate risk assessments are alerted, actioned and documented online and in real time.

- Audit Trail - Alert system means you will never miss an important issue again and when you are assessed you can prove who did what and when they did it. Every action is time stamped.
- Document Management – Share policy & procedure documents across all members of staff. A library of forms and guidance (Fire and Health & Safety). Upload any documents that you wish to share with your staff.
- Automated checks and tests – Automatic reminders with a management escalation facility. When a staff member is assigned a task, Smartlog health and safety software will alert them of what needs to be done and when. If after 1 week they still haven't completed the task Smartlog will automatically email them and if necessary their manager a reminder (3 levels of escalation). This will ensure that important tasks are never missed.
- Log Book – Automated fire safety & health and safety software log book facility including Accident and Incident Reporting (RIDDOR). Staff can report cleaning issues, repairs & maintenance and any incidents that need to be recorded and may require further action with emails sent to the assigned department or individual responsible for the incident.
- Training - 16 training courses for all staff members, including: Fire Awareness, Fire Warden, Display Screen Equipment, COSHH Awareness and Health and Safety at Work.

Monitoring

- The Health and Safety advisor for the Trust will carry out annual health and safety inspections of the Trust premises, on behalf of the Executive Headteacher and the Trust. These inspections may be targeted at specific areas at the request of the Trust. A report will be produced from these inspections.
- The RCT Health and Safety Coordinator will carry out termly (3) health and safety inspections of the premises, to identify health and safety improvements or failings. Notes should be taken during these inspections and shared at the 3 Health and Safety meetings between the Executive Headteacher, Head of School and the RCT Health and Safety Coordinator
- Where appointed, Trade Union Health and Safety representatives will be invited to participate in Health and Safety walkdowns.
- Individual teachers will carry out a daily inspection of their classrooms prior to use, in order to remove any obvious hazards before the students arrive. Any issues arising will be recorded at morning registration and reported to the relevant person.
- The Site Manager or a member of the site team will carry out regular health and safety inspections of the shared areas on behalf of the Headteacher/Head of School, to identify health and safety improvements or failings. Notes should be taken during these inspections.
- The Site Manager or a member of the site team will carry out a daily inspection of the school site prior to opening, in order to remove any obvious hazards before the students arrive.
- Headteachers, Heads of School and Heads of Departments/Subject Leaders will monitor their staff, and take appropriate action to ensure that they are complying with the requirements of the Trust health and safety policy, risk assessments and safe systems of work.
- The Health and Safety Co-ordinator will carry out ongoing and regular monitoring of the Trust Health and Safety policy, and submit amendments to the Executive Headteacher and Trustees as necessary.
- Staff will monitor students at all material times, and take appropriate action to ensure that they are not putting themselves or others at risk by their acts or omissions.

Review

- The Local Governing Bodies and the Finance & Resources Committee will consider Health and Safety issues and areas for improvement at its regular meetings (3 times per year) including a review of items from the lower level meetings, and annually review the Trust Health and Safety Policy, and recent inspection reports.
- The Health & Safety Coordinator will meet with the H&S Link Governors appointed by the LGBs and the Link Trustee for H&S appointed by the Board, in terms 1, 3 and 4 to consider Health & Safety issues across the Trust and report back to those bodies.
- The Executive Headteacher is to chair termly (3) Health and Safety meetings with Headteachers/Heads of School, and the Health and Safety Co-ordinator to identify health and

safety issues (including training levels and accident reports) and areas for improvement. These meetings are to include a review of the school health and safety arrangements, and items from the lower level meetings. These meetings are to be minuted.

- The Heads of Departments/Subject Leaders are to meet weekly with their staff to identify health and safety issues and areas for improvement within their sphere of influence, and a review of the health and safety arrangements. Notes should be taken at these meetings and would include actions where necessary, advising the Health and Safety Coordinator where appropriate.

Associated Documents:

- Carre's Grammar School Health and Safety Handbook, including Risk Assessment.
- Kesteven and Sleaford High School Health and Safety Handbook, including Risk Assessment.

Appendices:

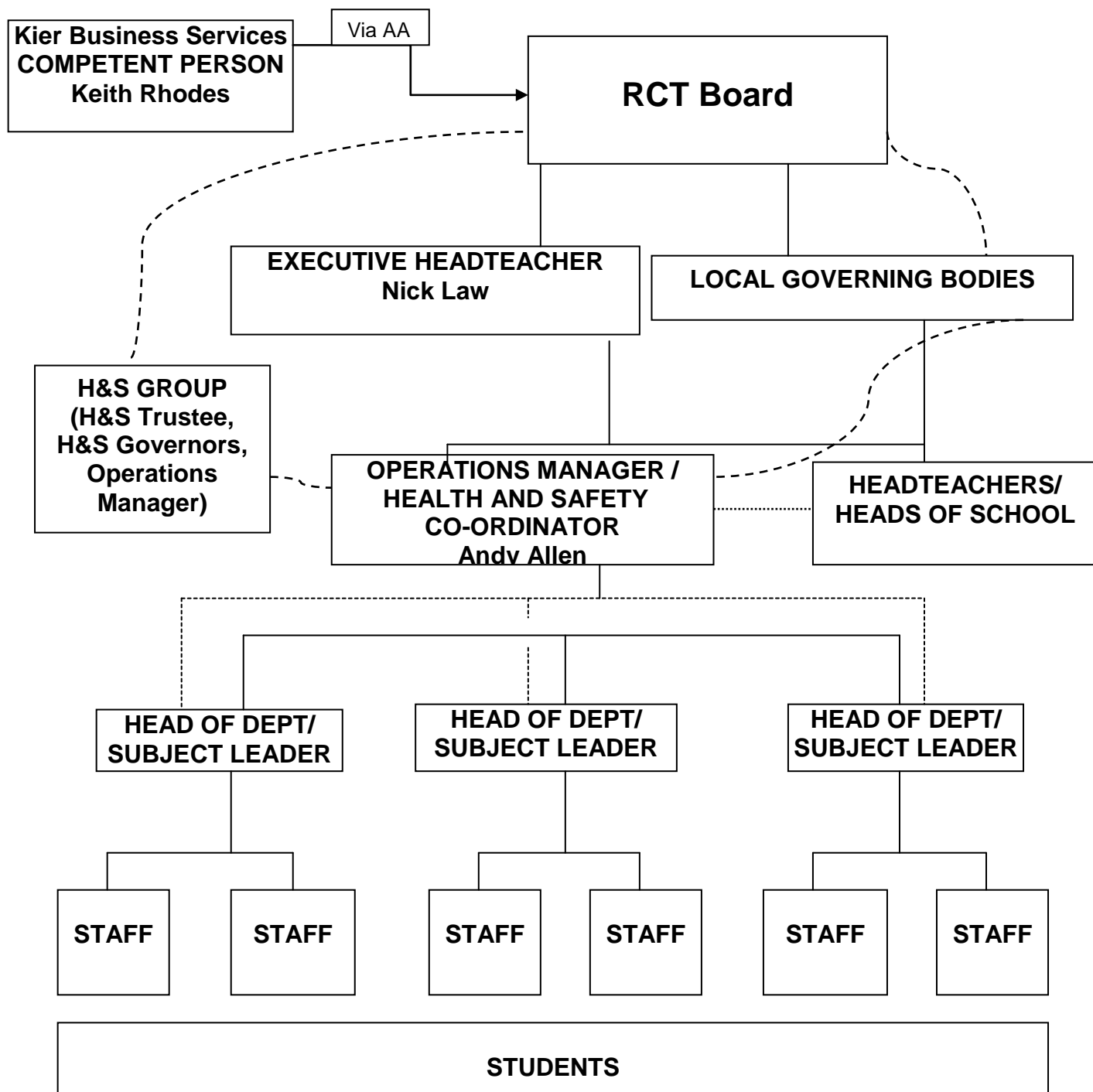
1. RCT Health and Safety Organisation Structure
2. RCT Health and Safety Policy Statement

To be reviewed at the meeting of the Finance and Resources Committee (*final cycle of year*)

Ratified at the meeting of the Board on 12 July 2018

Next Review Date: July 2019 (annually)

Health and Safety Organisation in the Robert Carre Trust





The Robert Carre Trust

Health and Safety Policy

Statement of Health and Safety Policy

The Robert Carre Trust is committed to:

- the provision of safe and healthy conditions for students, employees and visitors;
- compliance with all relevant health and safety legislation

The cooperation of employees, students, parents and contractors is required to achieve these objectives to minimise injuries and work related ill health.

The main hazards and risk control arrangements are detailed in the Health and Safety Handbook.

It is impossible to list every hazard likely to be present at any time and therefore everyone must be continually vigilant to ensure that any new hazards are identified and appropriate arrangements implemented to control the risks.

If in doubt about anything to do with health and safety, stop and ask; where necessary specialist advice will be obtained.

This Health and Safety Policy will be reviewed annually and amended as necessary in the light of new developments and information gathered from monitoring.

Signed:

Nick Law, Executive Headteacher

Signed:

Chair of the Robert Carre Trust tbc

Date:

Details to be Signed September 2018