



NEWHAM COMMUNITY
SCHOOLS TRUST

NCST Policy: Health and Safety Policy Statement (to be read in conjunction with school-specific detailed policies and health and safety handbooks)

Last updated: November 2021

Applies to: NCST

Approved by: NCST Trust Board, December 2021

Contents

1. NCST Policy - Health and Safety Policy Statement	2
1.1. Statement of intent	2
1.2. Responsibility for Health and Safety at NCST	4
1.2.1. Responsibilities of the Trust Board, the Local Governing Bodies and the Headteachers	4
1.2.2. Responsibilities of the school Senior Leadership Teams	4
1.2.3. Responsibilities of Employees	6
1.2.4. Competent Person	7
1.3. Arrangements for implementation	7

1. NCST Policy - Health and Safety Policy Statement

1.1. Statement of intent

The Trust Board of Newham Community Schools Trust (NCST) recognises and accepts that under the Health and Safety at Work Act 1974 they have a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all members of staff employed by the Trust, and that they have certain duties towards students, the public and people who from time to time use the premises of the school (for whatever reason):

1. To provide and maintain safe and healthy places of work and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and students and to protect all employees, students and visitors so far as they come into contact with foreseeable work hazards.
2. To provide all employees and students with the information, instruction, training and supervision that they require to work safely and efficiently.
3. To develop safety awareness amongst all employees and students.
4. To provide a safe environment for all visitors to all of the Trust's schools, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the schools' facilities.
5. To encourage full and effective two-way consultation on health and safety matters through all staff in the Trust and the Trust's representative committees in operation. This consultation will take place on a day-to-day basis on immediate needs with the appropriate member of staff.
6. To ensure that this policy statement, and all associated school-based documentation, is used as a practical document and that its contents are fully publicised.
7. To keep details of this policy statement, and all associated school-based documentation, under constant review and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the Trust's relevant Health and Safety school-based leads, and through them, to the attention of all relevant employees - and, if appropriate, to the attention of the Trust Board.

The trustees of Newham Community Schools Trust seek to remind all employees that, under Section 7 of the afore-mentioned Act:

"It shall be the duty of every employee while at work:

- *To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and*

● *As regards any duty or requirements imposed on their employer or any other person by or under any relevant statutory provisions, to cooperate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."*

The trustees bear ultimate responsibility and provide strategic leadership of Health and Safety. Operational responsibilities are delegated to the Headteachers at the Trust's schools, who work closely with their School Business Managers. The school Senior Leadership Teams will take steps so far as is reasonably practicable to ensure that their workplaces are a safe and healthy environment in which employees, students, contractors and others can work.

The Senior Leadership Team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels. It will consult on a regular basis with the staff representative with regards to health and safety issues.

In order to achieve the aims and objectives of the health and safety policy any issues will be brought regularly to the attention of the Headteacher, the relevant School Business Manager and, via the regular meetings of the Trust's Operations Group, to the Trust Board.



Anthony Wilson

CEO, Newham Community Schools Trust

November 2021

1.2. Responsibility for Health and Safety at NCST

As the employer and as the tenant of the school sites, the trust board of Newham Community Schools Trust understands that it is responsible for the health and safety of all staff, young people and any and all visitors to the site, for whatever reason.

The Trust Board's Resources Committee has a Terms of Reference, published on the [Governance page](#) of the website, which outlines its specific responsibilities regarding health and safety. The Trust's structure diagram (published on the same page) indicates the relationship between this Committee and the Trust Board.

Both the Resources Committee and the Trust Board have regular meetings, a schedule of which is published on the [Google Login page](#) of the website. The Resources Committee reviews the minutes of the meetings of the Trust's Operations Group, the remit of which includes working together to ensure best practice and common standards regarding health and safety across the Trust's schools. Similarly, the Trust Board reviews both minutes of the Resources Committee and of the Operations Group.

1.2.1. Responsibilities of the Trust Board, the Local Governing Bodies and the Headteachers

Each school which is part of Trust is responsible for personnel decisions, for tenant duties and for formulating school policy; therefore it is incumbent upon the Governing Body to act within the Health and Safety policy, and to work in partnership in supporting the Headteacher and School Business Managers in their responsibilities.

The Local Governing Bodies and Headteachers, alongside their School Business Managers will achieve this by:

1. Ensuring that each school implements and monitors a detailed local Health and Safety Policy.
2. Providing a lead in developing a positive Health and Safety culture throughout the school.
3. Appointing a committee which will review and report upon matters of health and safety.
4. Ensuring that health and safety is a regular item on the Governors' agendas.
5. Ensuring that the policy is reviewed annually or when a piece of legislation is so meaningful and important that the school needs to amend its method of working.

1.2.2. Responsibilities of the school Senior Leadership Teams

The Senior Leadership Teams at each school have a responsibility to ensure compliance with Health and Safety legislation for the day to day running of the school but may delegate the responsibility for

implementation to another member of staff (any delegation must be approved by the Headteacher prior to any action).

The Senior Leadership Team will assist the Headteacher and the School Business Manager to ensure that:

1. Each school's Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
2. A Health and Safety plan of continuous improvement is created and that progress in achieving agreed targets is monitored.
3. All staff are trained in how to access Safety Cloud and the health and safety documents - employees designated with Health and Safety responsibilities are provided with training and support to enable health and safety objectives to be met.
4. A positive Health and Safety culture is promoted and that employees develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel.
5. A system of communication and consultation with employees is established.
6. Health and Safety issues are discussed at Governors' meetings, or at the appropriate committees, if applicable.
7. Risk assessments are completed, recorded, reviewed regularly and any changes are brought to the attention of staff who may be affected
8. Completed risk assessments are implemented and any action required is monitored - health surveillance as identified by COSHH assessments is carried out.
9. Health and safety records are kept up to date.
10. Health and safety notices are displayed.
11. Accidents, ill health and 'near miss' incidents reported, recorded and investigated, where relevant, to Student Services where the information is held and any reports to any enforcing authority are completed where necessary.
12. Contact with external organisations such as the emergency services is coordinated by the Headteacher or by their designated Deputy.
13. Adequate arrangements for fire safety are maintained by the school's facilities management provider/inhouse team.
14. Adequate first aid provisions are established onsite.

15. A procedure is established for the reporting of Health and Safety issues and that issues raised are considered for action.

16. Students have opportunities within the curriculum and school environment to be informed of health and safety issues and encouraged to promote a safe and secure environment.

1.2.3. Responsibilities of Employees

To achieve and maintain high standards of health and safety within the school, all employees shall, in accordance with sections 7 and 8 of the Health and Safety at Work etc Act 1974 and Regulation 14 of the Management of Health and Safety at Work 1999:

1. Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times.
2. Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks.
3. Not operate machinery that they are not competent or authorised to use and to ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
4. Keep tools and equipment in good condition.
5. Cooperate with management on matters of health and safety.
6. Report all incidents, incidents or dangerous occurrences to their manager and the Senior Leader Operations whether injury sustained or not.
7. Attend any training designed to further health and safety.
8. Be aware of any fire or emergency procedures.
9. Work to the highest possible standards of safety with regard to service users.
10. Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
11. Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks.
12. Non-compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

1.2.4. Competent Person

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the Trust engages the services of Southalls.

Southalls provides the following:

1. Assists the Trust and its schools in formulating the policy and procedures required to comply with the Act.
2. Assist the Trust's schools to identify the risks and hazards which are associated with the schools' work activities.
3. Assist the Trust's schools to produce the appropriate risk assessments and safe systems of work required as a result of the school's work activities.
4. Monitor the effectiveness of the health and safety management systems in place across the Trust by:
 - Site audits
 - Reviewing risk assessments
 - Monitoring incident and incident statistics and investigating incidents and incidents.

1.3. Arrangements for implementation

As detailed above, NCST has worked to ensure that its four schools use a single provider of competent advice; currently this is Southalls.

Southalls provides the services outlined above; in addition, a named representative works with each school to prepare a Health and Safety Handbook, based on specific local requirements.

All local arrangements for implementation are described in the schools' local handbooks.