

Inspirational Futures Trust
Multi Academy Trust

Health and Safety Policy

Written by	Weston College Health & Safety Department	
Reviewed by	Audit & Finance Committee	
Approved by	Trust Board approval	Feb 2018
Next Review:	Annual	Feb 2019

Signed: William Harding
Chair of Trust / Local Governing Board

Date: 12 March 2018

1. Policy Principles

This statement of policy on health and safety at work is made in accordance with section 2(3) of the Health and Safety at Work Act 1974.

The Trustees of Inspirational Futures Trust (IFT) will abide by its duties and responsibilities as an employer under the Health and Safety at Work Act 1974 and will seek to implement the Act and its subordinate legislation, in all activities within its control.

This statement represents a summary of the IFT health and safety organisation and arrangements. The specific organisation and arrangements within each Academy will be detailed the Academy Health and Safety Policy document.

2. Policy Statement

The Trustees of Inspirational Futures Trust (IFT), the employer of the staff who work in its Academies*¹, recognises and accepts its responsibility for ensuring a safe and healthy environment for the staff employed in the Academies, for the learners attending the Academies and for visitors and contractors.

The IFT Trustees have a legal responsibility for ensuring compliance with Health and Safety legislation within its Academies. Day-to-day responsibility for Health and Safety has been delegated to Local Academy Governors although the IFT Trustees remain accountable and responsible for these functions. The Trustees acknowledge this responsibility will endeavour to ensure that all statutory requirements are carried out and that IFT discharges its legal duties in an appropriate manner.

The IFT Trustees will ensure that sufficient resources are allocated by it and its Academies to ensure as far as is reasonably practicable that employees, learners, visitors and contractors are kept healthy and safe.

3. Implementation of the Policy

IFT will take all reasonably practical steps to fulfil these responsibilities within the framework of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 as well as those other Regulations, Approved Codes of Practice, Guidance, etc. made under this legislation. IFT will take appropriate steps to:

- safeguard its employees, learners, visitors and contractors from injury or ill-health;
- provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under IFT's control, which are safe and without risk;
- provide adequate welfare facilities;

- provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions and to ensure excellent levels of health and safety are achieved and maintained. Legal compliance in all areas is deemed to be the minimum standard to be attained;
- prevent or contain all forms of loss due to accident, fire or inadequate security.

Suitable risk assessments will be used as a tool throughout IFT Academies to ensure that health and safety arrangements are adequate.

IFT will ensure that its Academies have appropriate policies in place and that these are implemented and up-to-date.

4. Roles and Responsibilities

Everybody is expected to play a part in health and safety and IFT recognises that for health and safety management to be successful all parties must be actively involved. People are a key resource and IFT recognises the contribution that employees can make to policy implementation. This includes not only employees but also volunteers, contractors, partner organisations and learners.

To help ensure active involvement of all parties effective communication and consultation arrangements will be established and maintained through Trade Unions where appropriate and through other arrangements such as staff and governor meetings, departmental meetings and Health and Safety Committee Meetings at all Academies within IFT.

4.2 Inspirational Futures Trust

The IFT Board of Trustees will employ the services of appropriately qualified Health and Safety advisors to advise the staff of IFT and its Academies on all Health and Safety related matters and to provide up-to-date information in relation to its Health and Safety responsibilities. This will include carrying out an annual Health and Safety Audit within each Academy and reporting the outcomes to the Trust Risk Management group who will take any appropriate action to address Health and Safety concerns and will update the Trust Risk Register as appropriate.

The Risk Management group will report to the Audit and Finance Committee.

4.3 Academies

The Governing Body of each Academy shall develop local arrangements for delivering effective health and safety management, which will set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures under the overall supervision of the Headteacher.*²

The Governing Body of each Academy shall set up and maintain an Academy Health and Safety Committee under the Safety Representatives and Safety Committee Regulations 1997.

The Governing Body of each Academy promotes and monitors the execution and effectiveness of this Policy, within the resources made available to them. This is further delegated to the Health and Safety Governors Committees (if applicable), and designated Governors, for each Academy within IFT.

The Headteacher of each Academy shall appoint a competent person (or persons) as the Health and Safety Champion (or 'Champions') (HSC) who is empowered to act on their behalf.

The designated Health and Safety Governor from each school will meet with the Academy Health and Safety Champion a minimum of twice in an academic year to ensure all aspects of the Health and Safety Policy and Audit are being fulfilled adequately.

The designated Health and Safety Governor and / or the Health and Safety Champion will attend Trust network meetings in order to share best practice and maintain appropriate professional development.

4.4 Departments

All staff, but specifically Senior Managers, Deputy/ Assistant Headteacher(s), Curriculum Coordinators/ Heads of Departments, Clerical Managers/ Supervisors, Kitchen Managers and Site Managers/ Cleaners/ Facilities Technicians have a general responsibility for the application of the IFT Health and Safety Policy to their own area of work and are directly responsible to the Headteacher for the application of the health, safety and welfare procedures and arrangements. They are responsible for maintaining high standards of health, safety and welfare within their own areas of work/ departments consistent with this safety policy statement. Managers and supervisors throughout each Academy have responsibility not only for their own health and safety but also for that of employees under their control along with non-employees.

The day-to-day health and safety of learners in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers.

4.5 Individuals

Each and every member of staff of IFT must recognise that, under the Health and Safety at Work Act 1974, they have a personal responsibility for their own safety as well as for the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer in fulfilling its duties under the Health and Safety at Work Act 1974 and any supporting legislation.

5. Monitoring and Reporting Arrangements

In order to ensure we are achieving adequate health and safety standards arrangements will be put into place to monitor performance. These will include audit arrangements and monitoring of accidents, near misses and work related ill health data. Levels of work related accidents and ill health are deemed to be an indicator of management control and, not necessarily, the fault of individuals.

Each Academy will prepare an Action Plan for health and safety improvement which will be regularly reviewed and where necessary will prepare further written documentation to describe the organisation and arrangements for health and safety to address specific risk areas (e.g. Science, Design & Technology, Food Technology and Physical Education) within the Academy.

*1 The term Academy refers to Academy/School

*2The term Headteacher refers to Headteacher/Principal/Head of School