

PART 1 – Health & Safety Policy Statement

Approved By: Cumbria Education Trust Board

Date: 24 September 2018

Review Date: Annually

Owner: Infrastructure and Assurance Director

The Cumbria Education Trust (the Trust) recognises and accepts its legal and moral duties to provide for the health, safety and wellbeing of its employees, students/pupils and any other person who may be affected by our activities both at school and during off-site visits.

As the employer, the Trust retains overall responsibility for ensuring that suitable health and safety management systems are in place and for establishing suitable systems within our schools at a strategic level.

The Trust appoints Kym Allan Safeguarding, Health & Safety Consultants Ltd. (KAHSC) as the 'Competent person' to provide support, advice and guidance to our schools on health, safety and welfare issues for both health and safety in school and for educational visits approval and notification. The Trust and its schools will access their expertise and guidance as required in the first instance.

Our health and safety performance contributes to each schools' overall performance by helping to reduce injury, ill health, losses and liability, and we view our health and safety responsibilities as equally important to everything else we do. We are committed to continuous improvement in our health and safety performance and will ensure that sufficient resources are made available to achieve this.

We will ensure, so far as is reasonably practicable, that we provide safe premises and working environments, safe equipment and substances, safe activities and systems of work. We will provide suitable information, instruction, training and supervision to ensure we achieve and maintain excellent levels of health and safety. Legal compliance in all areas is deemed to be the minimum standard to be attained. We will establish suitable arrangements to deal with emergencies and school security.

Suitable and sufficient risk assessments will be used as a tool throughout our schools' activities to ensure that health and safety arrangements are adequate.

Everybody is expected to play their part and we recognise that, for health and safety management to be successful, all parties must be actively involved.

People are our key resource, not only our employees, but also the Local Advisory Board, parents/carers, students/pupils, volunteers, contractors and any partner organisations we work with. To help ensure the active involvement of all parties, effective communication and consultation arrangements will be established through regular Local Advisory Board and staff meetings, communication with Trade unions, and through other arrangements including induction, health and safety noticeboards, and contractor control procedures. We will employ other methods to communicate our policy and arrangements as we deem appropriate.

The day -to-day responsibility for all school health, safety and welfare organisation and activity rests with each school's Head teacher. Each school is represented by a trained Health and Safety Co- Ordinator nominated by the Head teacher and empowered to act on their behalf. The Head teacher will ensure that the Local Advisory Board and KAHSC are kept informed of accidents and any other relevant health and safety issues, and that competent health and safety advice is sought where required. The Head teacher will appoint others to specific roles and will delegate tasks which help to support each school's health and safety arrangements. Each school's specific organisation is outlined in Part 2 of this Policy which includes details of persons undertaking specific health and safety roles.

Each School will prepare a Health and Safety Action Plan for monitoring improvement, which will be used as a working document, kept under regular review, and will prepare further written documentation to support this Policy which will describe the specific arrangements made for health and safety. These specific arrangements can be made available on request. Wherever possible schools will benchmark performance against available

data and seek to achieve continual improvement in performance. Health and safety performance will be documented as part of each school's Annual Health & Safety Management Review.

The Trust will establish suitable forums and procedures for discussing and sharing relevant health and safety information with staff and others, and the Local Advisory Board for implementing the health and safety procedures applicable to the school.

Staff throughout each school have responsibility not only for their own health and safety but also for that of any students/pupils or others under their control. All employees are expected to cooperate and to contribute towards meeting excellent health and safety performance in all school activities.

Whilst adopting excellent health and safety standards is viewed positively and contributes to the overall performance of each school, failure to adopt adequate procedures will be taken very seriously. Where required appropriate disciplinary procedures will be implemented.

In order to ensure schools are achieving adequate health and safety standards, arrangements will be put into place to monitor and review performance. These will include regular audits conducted by KAHSC Ltd., periodic monitoring of health and safety arrangements by the Local Advisory Board and nominated staff, regular inspection of our equipment and premises, and the monitoring of accident 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.

Wherever possible we will benchmark our performance against available data. Health and safety performance will be provided in an annual Health and Safety Report, prepared by the Head teacher or nominated person, to the Local Advisory Board with interim updates provided where deemed appropriate. 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 Etc. Act 1974 and represents a summary of the Trust's organisation and arrangements. This statement and each school's documented arrangements will be made freely available to all staff and other interested parties on request.

This Policy Statement and relevant arrangements will be reviewed at least biannually to ensure they remain effective and up to date.