



**Bridgnorth Area Schools
Multi Academy Trust
Health and Safety Policy**

FREQUENCY OF REVIEW: **Annually**

RATIFICATION: **Autumn term 2018**

DATE OF NEXT REVIEW: **Autumn term 2019**
unless there is a material change

APPROVED BY: **the Board of Trustees**

Introduction

The purpose of this policy is to indicate the health and safety organisation and management arrangements for the Bridgnorth Area Schools' Multi Academy Trust schools. The policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services. It describes how the Headteacher, or appointed officers, discharge responsibility in respect of staff, pupils and visitors.

Health and safety in the Trust is the responsibility of us all and this is a particularly demanding responsibility when the vast majority of those using our premises are children between the ages of 11 and 18. It is necessary for us to think not only for our own and our colleagues' safety but also the safety of those who frequently are unaware of the dangers in which they place themselves and others. However, this document is concerned with all the activities that go on within the school in terms of the way we manage those activities and the procedures that we adopt.

This policy will be reviewed by the Board of Trustees annually. Each member of staff receives a copy when joining the Trust.

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PART 1

GENERAL STATEMENT

The Board of Trustees and Headteachers recognise their responsibility to provide a safe and healthy environment for all employees, students/pupils, visitors and contractors on the school sites and those affected by the schools' activities elsewhere. Within the ethos of self-regulation, the Trustees and Headteacher will, so far as reasonably practicable, ensure a safe place of work and a safe system of work.

1. The Board of Trustees and Executive Headteacher recognise and accept their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act (HASAWA) 1974, and will seek to provide a safe and healthy workplace for all its employees.
2. The Board of Trustees and Executive Headteacher and all staff will, individually and collectively, take all steps within their power, where reasonably practicable, to meet their responsibilities, paying particular attention to the provision and maintenance of:
 - (a) Plant, equipment and systems of work that are safe.
 - (b) Safe arrangements for the use of handling, storage and transport of articles and substances.
 - (c) Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health & safety at work.
 - (d) A safe place of work and access to - Identify, eliminate, or apply risk reduction measures for hazards, which exist at the place of work or elsewhere through workstation and work activity risk assessment, and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and, where necessary, practice of effective procedures for use in the event of serious risk or imminent danger.
 - (e) A healthy working environment and adequate welfare facilities.
 - (f) Facilities and arrangements for the welfare of employees and pupils including adequate provision for first aid.
 - (g) Safety and the absence of risks to health and safety and to the general environment in connection with the use, handling (including manual handling), storage, transport and disposal of articles and substance, and to provide appropriate personal protective equipment where necessary.
3. Although it is the duty of the Board of Trustees and Executive Headteacher to ensure the health, safety and welfare of all persons, nevertheless all employees acting in a managerial capacity are responsible for ensuring that all persons under their charge comply with this Health & Safety Policy, at all times.
4. Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records.

5. Shropshire Health & Safety Co-ordinators provide competent technical advice on health and safety matters where necessary to assist such employees in their task.
6. No safety policy is likely to be successful unless it actively involves staff themselves.

Executive Headteacher: Sarah Godden

Chair of Trustees: Judy Mondon

Signature

Signature

Date

Date

PART 2

ORGANISATION & MANAGEMENT ARRANGEMENTS

Section 1 Health and Safety Organisation Chart

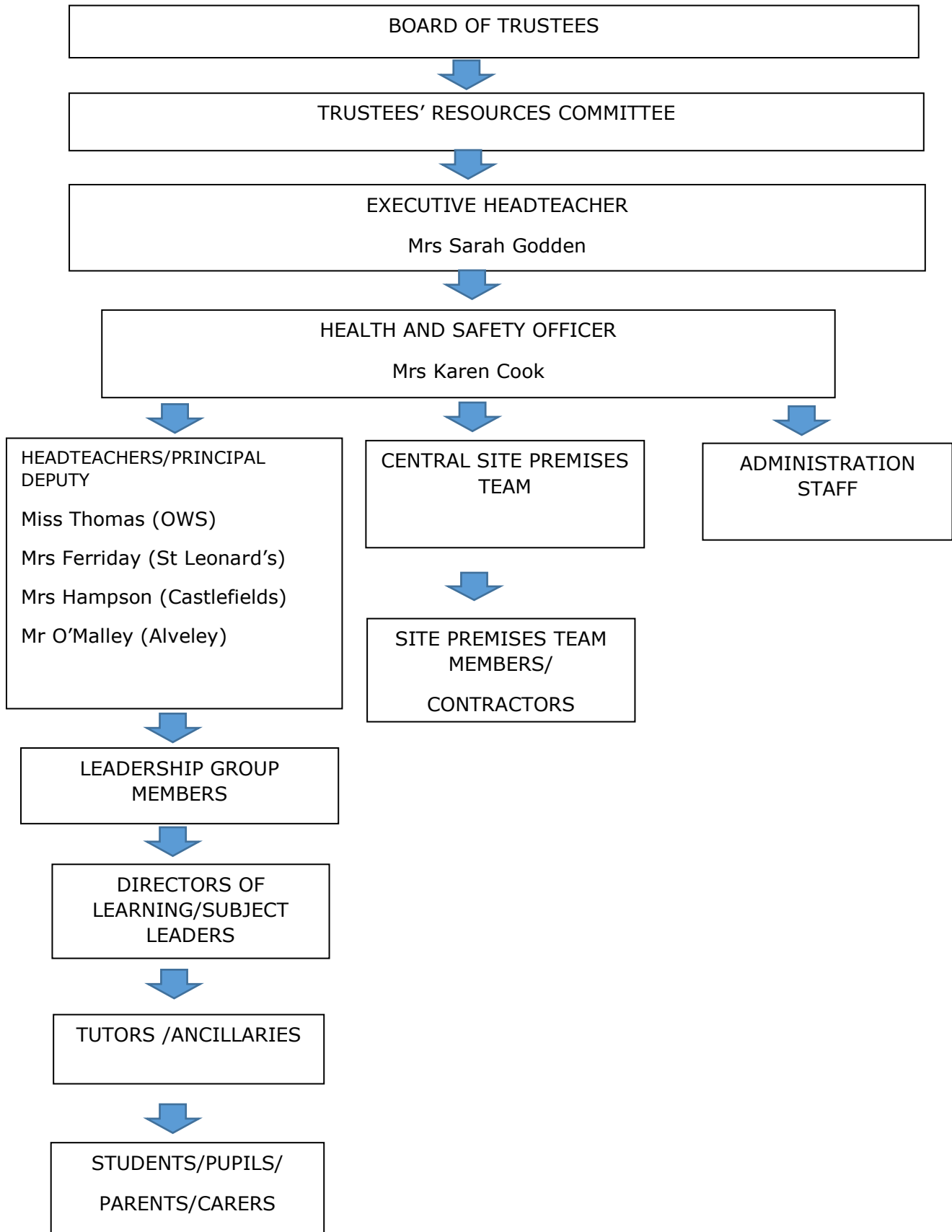
Section 2 Organisation and Responsibilities

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SECTION 1

HEALTH AND SAFETY ORGANISATION CHART



SECTION 2

ORGANISATION AND RESPONSIBILITIES

Policy-Makers

Devise and produce policy on health, safety and welfare at a strategic level.

Preserve, develop, promote and maintain the school's health and safety management system.

Ensure that health and safety matters are taken into account when organisational decisions are made.

Planners

Develop the local plans to achieve corporate/school health and safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.

Implementers

Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.

Assisters

Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.

Employees

Irrespective of their position within the structure, everyone is regarded as an employee and therefore the employee duties within the Health and Safety Policy apply to them.

	Policy-makers	Planners	Implementers	Assisters	Employees
Board of Trustees					
Exec Head					
Headteacher/ Principal Deputy					
School Leadership Team					
Deputy Headteacher					
Health and Safety Co- ordinator					
Directors of Learning/Heads of Department					
Teachers					
Managers					
Central Premises Team					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Health and Safety Adviser (Shropshire)					
Occupational Health Staff Specialist Technical staff HR Adviser					

THE RESPONSIBILITIES OF POLICY MAKERS, PLANNERS, IMPLEMENTERS, ASSISTERS AND EMPLOYEES WITHIN THE POLICY

Policy-Makers

- **BOARD OF TRUSTEES**
- **EXECUTIVE HEADTEACHER**

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| <ul style="list-style-type: none">• Devise and produce policy on health, safety and welfare at a strategic level.• Preserve, develop, promote and maintain the Trust's health and safety management system.• Ensure that health and safety matters are taken into account when organisational decisions are made. |
|---|

The Policy-Makers:

- will be familiar with the overall responsibilities;
- must ensure that each school has a structure in place to manage health and safety which includes: planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management;
- will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly;
- must ensure that all school activities are organised and have sufficient arrangements and resources to ensure that health and safety can be managed effectively;
- will promote an interest in, and enthusiasm for, health and safety throughout the school.

As Policy-Makers the Board of Trustees:

- must ensure that those who have been assigned specific responsibilities in school for health and safety have been identified, this has been communicated, and adequate training or instruction has been given;
- must ensure that sufficient competent persons are in place to advise each school on health and safety issues;
- will set health and safety targets (with Planners) to improve performance;
- is required to monitor that the health and safety targets are being met and each school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements;
- will seek advice from Health and Safety Advisers and their Trust Health and Safety Co-ordinator as appropriate and take actions as necessary;
- must ensure that the auditing of health and safety takes place and that action plans are developed as a result of audit;
- will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues;
- recognise their responsibility under the Health and Safety at Work etc. Act 1974, so far as is reasonably practicable;
- ensure that there is an effective policy for health and safety within the Trust and that they familiarise themselves with the contents;
- at least annually monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from our Health and Safety SLA provider or other external body where necessary;
- to ensure that all schools are adequately funded to meet their statutory health and safety obligations;
- support the Local Governing Bodies and Senior Leadership Teams by promoting a culture in which all staff are made aware of the importance of managing health and safety risks. This is achieved by: involving staff with risk assessment, investigating accidents, communicating via staff meetings, notice boards, circulation of minutes, liaise with union reps, safety inspections and appropriate training.

- obtain advice on the control of any significant health and safety risks;
- ensure that all liability is covered by adequate insurance;
- report to Shropshire Council and the ESFA (if applicable) any hazards which the Trust is unable to rectify from its own budget.

EXECUTIVE HEADTEACHER

As Policy-Maker the Executive Headteacher will:

- be responsible for the implementation of the Trust Safety Policy and will liaise with the Trustees to ensure full compliance with its requirements;
- appoint persons to deal with the day to day issues on health, safety and welfare, and ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the Policy, particularly those parts of the Safety Policy which affect them or the responsibilities that are individually allocated;
- ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- monitor the safety performance of each school and take such steps as may be necessary to improve the performance;
- be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed annually (completion may be delegated to another responsible person);
- be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from the nominated contractor and an Asbestos Management Plan is completed and reviewed annually;
- be responsible for the formulation and execution of Health and Safety Training for staff, in order for them to undertake their work activity safely;
- ensure that a suitable and sufficient assessment of the risks to the health and safety of all persons on Trust premises is carried out. The assessment to be recorded including the hazards identified, the level of risk, any group of people identified as being especially at risk and details of action required (if any);
- provide ongoing recommendations and present an annual report on Health and Safety to the Board of Trustees;
- be responsible for dealing with visits from the Health and Safety Executive. Although the day to day liaison with the HSE can be delegated, perhaps, to the Safety Liaison Officer or Safety Co-ordinator, the HSE do expect to talk to the Executive Headteacher on overall policy matters;
- together with the appointed Safety Liaison Officer, be responsible for reviewing and where necessary, the amending of this policy statement;
- monitor that health and safety functions of all staff are included within job descriptions;
- ensure that the Trust's duties in relation to the management of health and safety across the Trust are met;
- support Trustees/Local Governing bodies/Headteachers to monitor and review the Policy and ensure it is implemented;
- ensure appropriate and adequate procedures are in place to assess and manage risk;
- ensure systems are in place for the successful management of health and safety, including monitoring, reviewing and reporting.
- liaise with the Trust's Premises Team concerning health and safety matters.

PLANNERS

**EXECUTIVE HEADTEACHER
HEADTEACHERS/PRINCIPAL DEPUTY OF EACH SCHOOL
MEMBERS OF THE SCHOOLS' LEADERSHIP TEAMS
TRUSTEES
DEPUTY/ASSISTANT HEADTEACHERS
HEALTH AND SAFETY CO-ORDINATORS
HEADS OF DEPARTMENT
SITE PREMISES TEAM MEMBERS**

Develop the local plans to achieve Trust/school health and safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area.

The Planners will:

- be familiar with the overall responsibilities laid down for **Planners**;
- take overall responsibility for the day to day health and safety management of each school and school activities taking place outside school premises;
- determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process;
- delegate duties to other members of staff any or all of the duties associated with the management of health and safety. (*It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day accountability for health and safety within the school.*);
- as part of their management of health and safety:
 - appoint a Responsible Person
 - identify a member of staff who can act as a Health and Safety Co-ordinator (see **Assisters** below);
- ensure that these staff receive appropriate health and safety training;
- ensure that all staff within the school are aware of their responsibilities with regard to health and safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises;
- keep up to date with changes or updates in health and safety management;
- ensure that suitable and sufficient training, instruction and information is provided when required;
- set health and safety objectives as part of the Trust/school planning process;
- include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly;
- advise Trustees of the resources and arrangements needed to manage health and safety effectively as part of the Trust/school planning process;
- communicate any health and safety actions outlined in the planning process to relevant staff and Trustees;
- develop management arrangements for the identification of hazards and control of risks (risk assessments); ensure these take place and that results are communicated to staff;
- develop local policies and procedures as necessary for health and safety.
- seek help from the Health and Safety Adviser or other specialist to ensure that the Health and Safety Policy can be implemented effectively and advise the Board of Trustees where issues arise which cannot be managed at a local level, need additional resources or require external support;

- ensure that an annual Premises Health and Safety Evaluation is carried out. (This duty may be delegated to other members of school staff);
- ensure that an Annual Self Audit of the management of health and safety is carried out;
- draw up any Action Plans required from the results of the Premises Health and Safety Evaluation and Annual Self Audit and monitor these regularly;
- advise the Board of Trustees and others of the results of any health and safety monitoring which takes place and of any actions required as a result of this;
- consult with staff as necessary on matters of health and safety which may affect them at work.

IMPLEMENTERS

HEADTEACHER/PRINCIPAL DEPUTY (ALSO POLICY-MAKER, PLANNER)

SCHOOL LEADERSHIP TEAM (ALSO PLANNERS)

HEADS OF DEPARTMENT (WHO MAY ALSO BE PLANNERS)

TEACHING STAFF [INCLUDING SUPPLY TEACHERS]

MANAGERS

TEACHING ASSISTANTS

LEARNING SUPPORT STAFF

ADMINISTRATION STAFF

SITE PREMISES TEAM MEMBERS

Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively.

The Implementers will:

- maintain an understanding of the Health and Safety Policies developed within school
- demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying health and safety problems and rectifying them if possible
 - Challenging poor health and safety performance or attitudes
 - Communicating regularly about health and safety;
- be responsible for and take the lead on implementation of Health and Safety Policies and any arrangements which have been developed by the Policy Makers and Planners;
- understand and own the plans in place for health and safety as part of the overall planning process, monitor progress in these areas and advise Planners of the results or any deficiencies;
- ensure that any personal targets set by Planners are achieved and any issues identified in this process fed back;
- ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall health and safety plans);
- encourage participation in health and safety and ensure that communication about health and safety issues takes place;
- assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment, etc.) and the results of risk assessments communicated;
- ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas;
- ensure that staff in these roles have received appropriate training;

- ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job;
- consult with staff as necessary on matters of health and safety which may affect them at work and receive Health and Safety Reports from Health and Safety Representatives, responding as necessary;
- supervise work adequately to ensure that good health and safety standards are maintained;
- ensure that adequate monitoring of health and safety takes place, e.g., by taking part in Premises Health and Safety Evaluations and carrying out own inspection of work areas;
- carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve health and safety in the future;
- avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively;
- monitor health and safety standards at the local level by retaining statistics to identify patterns and trends in events;
- seek advice from the Health and Safety Adviser or other specialist as required;
- make use of other resources provided to promote health and safety at work (e.g., intranet/newsletters, trade magazines, Health and Safety Executive website).
- ensure adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- ensure that a copy of the evacuation/invacuation procedures are prominently displayed in all rooms and areas for which they are responsible.

In addition to the above, teaching staff are responsible for the health and safety of all students/pupils under their control whilst involved in organised work activities both on site e.g., classrooms, laboratories, workshops, etc., and off site, e.g., school trips.

THE SITE PREMISES TEAM

Each Trust site premises staff lead person is responsible for:

1. maintaining an understanding of the site premises team responsibilities, including an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. ensuring that they are familiar with those parts of the Safety Policy which affect them or the activities in which they are engaged, and where necessary, adequate and appropriate training and information in health and safety matters is provided;
3. controlling contractors working on the premises, and ensuring that hazard information has been exchanged and suitable risk control measures implemented;
4. ensuring adequate security arrangements are maintained;
5. ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
6. arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
7. ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
8. ensuring that plant and equipment is adequately maintained;
9. arranging for the regular testing and maintenance of electrical equipment;
10. maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;

11. ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. undertaking thorough investigation of all premise related accidents/incidents. Ensuring the availability of an accident book at the premise;
14. ensuring the adequate provision of health and safety notices and that warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
15. ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
16. maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request;
17. ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
18. liaising with outside bodies on matters of health and safety relating to electricity, gas, water supplies, (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning.

ASSISTERS

HEALTH AND SAFETY CO-ORDINATORS

HEALTH AND SAFETY ADVISORS

OCCUPATIONAL HEALTH PROFESSIONALS

SPECIALIST TECHNICAL STAFF

Have the authority, independence and competence to advise directors, managers and employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field.
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Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so.

The Health and Safety Co-ordinator:

- is familiar with the responsibilities of Assisters;
- has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy Makers as necessary;
- will keep up to date with health and safety issues and changes by making use of available resources, e.g., (Health and Safety Executive website, trade magazines, etc.);
- may take on certain functions such as communication, collation of statistics, co-ordination of Health and Safety Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment;
- may collate and produce an annual report on health and safety performance for Governing Bodies to view as part of their monitoring process.

EMPLOYEES

Irrespective of their position within the structure, everyone is regarded as an employee and therefore employee duties within the Health and Safety Policy apply to them.

EMPLOYEES (INCLUDING TEMPORARY AND VOLUNTEERS)

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or omissions.

- All employees must also co-operate with the Board of Trustees and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.
- All employees will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines such as CLEAPPS Laboratory Handbook.
- All employees must report all accidents, dangerous occurrences and potentially dangerous practices and situations in accordance with the relevant procedure.

STUDENTS/PUPILS

(THIS SECTION SHOULD BE DRAWN TO ATTENTION OF ALL STUDENTS/PUPILS)

All students/pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All students/pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes, e.g. fire extinguishers etc.;
- inform any member of staff of any situation which may affect their safety.

STAFF SAFETY REPRESENTATIVES

Health and Safety at Work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the Board of Trustees is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee they represent relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Health and Safety Officer on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

THE SCHOOL MINIBUS CO-ORDINATOR

The School Minibus Co-ordinator:

- will ensure that the school minibus is maintained in safe condition.
- will ensure that the school transport system includes sufficient funding for safety repairs to be carried out where necessary and be maintained in a safe condition.

THE SCHOOL SAFETY LIAISON OFFICER (CO-ORDINATOR)

The School Safety Liaison Officer (Co-ordinator):

- will create a positive approach to accident prevention and the health and safety of staff, students/pupils and others on the school premises;
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved;
- will initiate and maintain positive measures to raise the level of safety performance;
- will ensure that they are conversant with current legislation affecting the health, safety and welfare of staff, students/pupils and others;
- will advise the Headteacher/Principal Deputy of all matters requiring action;
- will liaise with outside Safety Advisors, Enforcement Authorities (Health and Safety Executive and Environmental Health Officers, etc.), the Fire Safety Officer, etc.;
- will liaise with the nominated Deputy Headteacher and Union Representatives;
- will co-ordinate the activities of other persons with health and safety responsibilities; will ensure that all electrical leads and plugs are regularly checked. (This may be delegated to the Site Staff.) All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular, they should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher (or delegated person) – as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. The Site Services Manager will be responsible for checking items of electrical equipment.

LOCAL GOVERNING BODY (LGB)

Will:

- Ensure that a written copy of the Trust's Health & Safety Policy is issued to each school to then be disseminated to each member of staff.
- Support the Board of Trustees and Executive Headteacher with the monitoring and review of the Policy.
- Support the Executive Headteacher and Headteachers/Principal Deputy with the effective management of health and safety in their respective schools.
- Ensure statutory compliance with legislation and guidance in relation to health and safety.
- Recognise their responsibility under the Health and Safety at Work etc. Act 1974, so far as is reasonably practicable.
- At least annually, monitor and review the effectiveness of this policy and ensure that any revisions are made, seeking advice from external bodies where necessary.

- Ensure that the Headteachers/Principal Deputy and staff take steps to evaluate all significant risks to the health and safety of any person who may be affected by any work carried out on the premises by:
 1. Ensuring risk assessments are in place
 2. Ensuring Health and Safety audits are acted upon following advice and recommendation
 3. Ensuring termly Health and Safety inspections are undertaken
 4. Ensuring the Health and Safety Policy is complied with

SECTION 3

LEGAL FRAMEWORK

The following is a brief guide on Health & Safety legislation for the benefit of all staff within the Trust:

- Health and Safety legislation is enforced by the Health & Safety Executive, in accordance with the requirements of the Health & Safety at Work Act etc. 1974 (HASAWA).
- The Trustees remain ultimately responsible for health and safety across the Trust. Within this framework, the Trust may appoint an external party, to provide the framework for the management of health and safety. This will include the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to health and safety in school.
- An advisor is commissioned to monitor standards of health and safety across the Trust, in particular ensuring adequate risk assessments are developed in accordance with generic guidance. An external provider acts on behalf of the Trust to report accidents and ill health resulting from the work activity across the Trust, following the recommendations of the legal framework.
- All Trust staff should follow all policies and procedures described in the Bridgnorth Area Schools' Trust Health & Safety Policy.
- All employees must also co-operate with any commissioned external parties monitoring procedures and report any matters that may jeopardise the Trust's ability to comply with health and safety legislation. Essentially, how these Policies are applied in your school is described in this document.
- Section 7 of HASAWA places a duty on all employees of the Trust to take reasonable care to ensure that their actions or omissions at work do not adversely affect the health and safety of themselves or other persons.
- The act also requires employees to co-operate as far as is necessary so that the Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrate's court, and a fine for each breach of Sections 2-6 of HASAWA.

HM Inspectors of Health & Safety

- Inspectors may enter Trust premises at any time, without notice, but in practice, they would usually notify the Trust of a proposed visit to one of our schools.
- Section 21 of HASAWA Act empowers a duly appointed Inspector to serve any person an "Improvement Notice" stating that he/she is contravening HASAWA of one or more of the statutory provisions and requiring the person to remedy the contravention within a specified time.
- Section 22 of HASAWA empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced to a level acceptable to the Inspector.
- If notified of a visit the Headteacher will advise the external advisor immediately of any visit (announced or otherwise) by an Inspector from the Health & Safety Executive.
- Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution must immediately inform the Headteacher, who will, immediately inform the Executive Headteacher and subsequently the Chair of the Trust.