



Plymouth Catholic Schools Trust Multi Academy Trust Notice 1716

TITLE: Health and Safety Management System

Introduction

MAT Notice 1707 dated 12 April 2017 introduced revised arrangements for Health and Safety Management across Plymouth CAST. That notice was supported by a holding policy to provide cover while contracts and processes were reviewed. MAT Notice 1707 is now cancelled and is replaced by this MAT Notice. This notice provides details of how the Trust will meet its statutory obligations under the Health and Safety at Work Act 1974 (as amended). We must provide safe systems of work and ensure our pupils, staff and visitors are not at risk.

Universal System

The Trust has a contract with Devon County Council to provide a Health and Safety Management System using their OSHENS or 'Online Safety Health EnviroNment System'. This went live on 1 July 2017. All schools were provided logins and training at administrator training days through May and June. Login reminders are available from admin@plymouthcast.org.uk

Policy

A new Trust wide policy is published on the Plymouth CAST Website under 'About Us/Policy'). This policy has several components to fulfil our statutory obligations:

- A Trust Health and Safety Policy Statement
- A template Health and Safety Policy for individual Academies to customise.
- Quick Reference Guides for reporting

It is unfortunate that the Trust cannot take greater responsibility for the administration of health and safety at school sites in the same way that most employers are able to. This is because the law considers our different school sites as separate premises. Every attempt to make compliance as easy as possible has been made through use of templates and Schools may request support and assistance by contacting admin@plymouthcast.org.uk.

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Compliance

To meet our statutory obligations all Plymouth CAST Academies are required to adapt the template policy provided and complete a self-evaluation assessment. Both available on the CAST Website. This is to be completed by 30 Jan 2018 unless an extension is requested in writing from COO. Completed policies must be posted on Academy websites as per DfE policy.

A Link to the folder containing documents is [here](#) or email: admin@plymouthcast.org.uk

Link for browser if hyperlink doesn't work:

http://www.plymouthcast.org.uk/web/plymouth_cast_statutory_policies/278261

What Should I do Next?

Please see checklist at Appendix I to this Notice.



Kate Griffin
Interim CEO

Appendix I – Next Steps Checklist

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APPENDIX I TO MAT NOTICE 1716

Health and Safety Policy Compliance – Next Steps.

1. Was my school originally under Devon Local Authority control prior to Plymouth CAST. If yes you are already compliant and there is nothing to do now except prepare for your next audit and please be prepared to help other CAST schools. If your school is not a former Devon LA school then please read on.
2. Please arrange the following tasks:
 - a. Download a copy of the new Trust Health and Safety Policy and the CAST Academy Self Evaluation Form available at:
http://www.plymouthcast.org.uk/web/plymouth_cast_statutory_policies/278261
 - b. Confirm that your administrator/school office know your school login details for the OSHENS website. If they don't then email admin@plymouthcast.org.uk
 - c. Read the downloaded material at 2a. (this will need about an hour of time)
 - d. Having read the downloaded documents please login to OSHENS and familiarise yourself with reporting and document libraries. If you need help or a bespoke training session please email admin@plymouthcast.org.uk The next online session is scheduled for Mon 30 Nov at 5pm.
 - e. You should now have enough information to tackle customisation of your school's health and safety policy as per the template provided in the main Trust policy. In most cases it is simply filling in the template gaps. Please involve your governor responsible for Health and Safety. 30 Jan 18 is the timeline for this. Extension must be agreed in writing.
 - f. If you need any help or support at any time please inform admin@plymouthcast.org.uk and it will be arranged.
 - g. The self-evaluation form is a useful tool to focus on improvement but is not part of the policy process. It is worth completing internally if appropriate, especially if competency is assessed as low. It will be used as part of preparation for internal audit which all schools will be subject to on a rolling programme over the next 12 months.

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