

Health and Safety Policy



Believe, Succeed, Together

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1.0 Introduction

1.1 Background and Legislation

The writing of a health and safety policy is a legal obligation (Health and Safety at Work etc. Act 1974, section 2(3)) for any organisation employing five or more people. Its purpose is more than satisfying a statutory duty, it communicates the beliefs and the commitment of the Trust to the principles of protecting and promoting health, safety and wellbeing amongst its workforce.

1.2 Policy Statement

It is the policy of the Trust to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, pupils, contractors, clients, general public and others while working and studying on any of its premises and outside the academy on associated activities.

To support this commitment, the Trust will regard current legal or statutory requirements as setting the minimum standard we must achieve. Whenever required, these will take precedence over all other activities.

The Trust recognises that the minimisation of all work-related accidents, which result in injury, illness or damage to premises, material or the environment is a major contribution to the quality and efficiency of the Trust's performance. For this reason, all aspects of health, safety and wellbeing are management activities and this policy will be formally reviewed, on an annual basis, and enhanced whenever appropriate. Additional management reviews will be carried out whenever we have reason to believe that our arrangements or the level of resources provided may be inadequate to meet our responsibilities.

It is a principal duty of all managers to actively maintain, and improve, the health, safety and wellbeing of all persons in their area of accountability. The Trust expects the full co-operation of employees at all times in this endeavour.

In order to meet these commitments the Trust will:

- Systematically use risk assessments to ensure that we provide and maintain a safe place of work.
- Provide and maintain management, operational and maintenance procedures and systems of work designed to protect individuals and the environment.
- Design and maintain suitable and sufficient safety arrangements for the use, handling, storage, transport and disposal of all substances and articles.
- Ensure that workplace standards are regularly monitored by a system of planned inspections and whenever required that suitable remedial actions are implemented.
- Encourage the reporting of accidents and ensure that all reported accidents are thoroughly investigated (commensurate with the seriousness of the consequences of the accident) and suitable remedial actions are promptly and effectively implemented.
- Ensure that systems are in place to provide suitable, sufficient information, instruction and supervision.
- Regularly consult with employees in order to monitor health, safety and environmental management performance and aid the ongoing improvement of existing standards.
- Ensure that employees have clearly assigned health and safety responsibilities.
- Ensure employees are competent to carry out delegated tasks by identifying training needs and providing suitable and sufficient training.

- Ensure the health of all employees, pupils and visitors by controlling their exposure to hazardous substances (e.g. chemicals) and physical agents (e.g. noise).
- Consult with all employees to ensure that they can fully participate in the identification of hazards, assessment of risks, the development and use of suitable control measures.
- Ensure that competent technical advice is available to support the management team and staff by providing health, safety, environmental and emergency assistance.
- Ensure that adequate financial provision is made available to ensure that the Academy is able to comply with its statutory health and safety duties.
- Capture and co-ordinate near miss information so that it can be used to strengthen and enhance health and safety throughout the academy.
- Take all reasonable steps within its power to ensure the health and safety of pupils and other persons not in its employment are not at risk of injury arising from its activities.

2.0 Organisational Arrangements for Health and Safety

2.1 Board of Trustees

The Board of Trustees are legally responsible for health and safety matters. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974.

Specifically, the Board of Trustees' responsibilities are to:

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for the Trust, which may require training.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the Policy Statement (refer to section 1.2).
- Provide strategic direction in health and safety matters.
- Ensure that Trust suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure that the Trust is effectively discharging its delegated responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety as advised by competent advisors.
- Ensure there is an effective business continuity and emergency plan in place for every academy within the Trust.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
- Ensure effective safeguarding of children is in place across the Trust.
- Ensure that adequate resources are committed to the management of health and safety.

2.2 Local Governing Body (LGB)

The role of the LGB is to:

- Ensure adequate health and safety systems are in place.
- Ensure there is adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.

The Local Governor with designated responsibility for health and safety is Mr. I. Harke.

The Health and Safety Coordinator (refer to section 2.4) and Local Governor will work together to achieve the following:

- Assist the Principal in the implementation, monitoring and development of the policy.
- Monitor general advice on safety matters given by the DfE and other relevant bodies and advise on its application to the Academy.
- Co-ordinate arrangements for the design and implementation of safe working practices within the Academy.
- Investigate any specific health and safety problem identified within the Academy and take or recommend (as appropriate) remedial action.
- Order that a method of working ceases on health and safety grounds, subject to further consideration by the Trust and Principal.
- Assist in carrying out regular safety inspections of the Academy and its activities and make recommendations on methods of resolving any problems identified.
- Ensure that staff with control of resources (both financial and other) give due regard to safety.
- Co-ordinate arrangements for the dissemination of health and safety information in regard to employees, pupils and visitors and make recommendations on the extent to which staff are trained.

2.3 Principal

The Principal is legally responsible for health and safety matters at the Academy site and when staff and pupils are engaged on academy activities off site. Failure to comply with the requirements of current health and safety legislation will render them liable to prosecution under section 37 of the Health and Safety at Work etc. Act 1974. They have overall responsibility for the development, implementation and review of the Academy's Health and Safety Policy and the development, implementation and review of its health and safety management system(s).

Their responsibilities include:

- Providing leadership and direction so that the health, safety and wellbeing of all employees, pupils and other persons affected by Academy activities is assured and ensuring that all management decisions reflect the principles of the Academy's Health and Safety Policy.
- Ensuring the development, implementation, monitoring and review of the academy's health and safety management systems through clearly defined structures, procedures, resources and improvement plans.
- They must establish detailed plans and strategies to implement the Academy's Health and Safety Policy, plans and procedures. These will:
 - a. Meet the Academy's health, safety and wellbeing responsibilities for safeguarding pupils.
 - b. Cover both normal activities and foreseeable emergency situations.
 - c. Identify priorities.

- d. Ensure the allocation of resources.
- e. Set deadlines.
- f. Allocate responsibilities to individuals and or groups to achieve health and safety objectives, and ensure these have been agreed with each designated individual and or group.
- g. Ensure there are formal arrangements for consultation with employees or their representatives on health and safety issues that may affect them.
- h. Ensure that there are arrangements to ensure the health and safety competency of all employees and contractors, and to nominate suitably qualified persons to carry out the duties of the Academy's Health and Safety Coordinator.
- i. Ensure the establishment of a proactive risk assessment system as desired by the Trust and the development and implementation of the required risk control systems.
- j. Ensure there are arrangements in place for the systematic auditing of the health and safety management system.
- k. Prepare, and submit to the Board of Trustees, an annual report that provides an overview of the significant health, safety and wellbeing issues that have arisen during the preceding year.

All employees have a duty to inform the Principal of any decisions by the Board of Trustees, or any other significant contraventions, that may constitute a contravention of health and safety legislation or is not in accordance with the principles of the Academy's Health and Safety Policy.

2.4 Health and Safety Coordinator

The Health and Safety Coordinator at the Academy is Vice Principal, Mr. S. Sterling. Their responsibilities include:

- Act as the Academy's liaison officer on all health and safety matters, working with the Academy's external advisors and assisting senior staff, the Principal, Governors and Trustees.
- Where appropriate, arrange in consultation with the Principal for suitable persons from within the Academy to be appointed as 'Competent Persons'. Arrange for those so appointed to receive adequate training and instruction to enable them to carry out, where necessary, risk assessments as required by health and safety regulations.
- Ensure that proper records of accidents and incidents are maintained in accordance with the Academy's accident reporting and investigation procedures.
- Bring any serious incident, or significant breach of any health and safety legislation, to the immediate attention of the Principal.
- Assist the Principal to prepare, and submit to the Board of Trustees, an annual report that provides an overview of the significant health, safety and wellbeing issues that have arisen during the preceding year.

The Health and Safety Coordinator is responsible for working with the Site Manager to ensure that:

- Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the Principal.
- Academy contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition.
- The correct procedures for checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on Academy premises are accurately carried out.
- Academy asbestos registers and asbestos management plans are maintained and readily available.

- Systems are established to ensure that all contractors engaged by the Trust meet health and safety requirements, including relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding checks.
- Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken.
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, academy activities - ensuring safeguarding requirements are met.
- There is a programme of servicing and inspection of workplace.
- There is a programme to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.
- There is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.

2.5 Senior and Middle Leaders (Line Managers)

Line managers are responsible for:

- Ensuring all activities for which they or their staff are responsible meet the Academy's health, safety and wellbeing responsibilities for safeguarding pupils.
- Ensuring that health and safety matters brought to their attention are dealt with expediently and appropriately.
- Ensuring adequate supervision of employees within their area of responsibility.
- Ensuring that risk assessments are undertaken for the area and activities for which they have responsibility.
- Ensuring that all their staff are competent to carry out their assigned duties in a safe manner.
- Personal participation and accountability in planned inspections and accident investigation activities.
- Ensuring that adequate provision has been made for first aid and emergency evacuation within their area of responsibility.

2.6 All Employees

The general duties of employees include:

- Taking reasonable care for the health and safety of themselves, pupils and other persons (including members of the public) who may foreseeably be affected by their acts or omissions whilst at work. This includes ensuring the Academy's health, safety and wellbeing responsibilities for safeguarding pupils are met.
- Not to intentionally or recklessly interfere with or misuse anything provided for the purpose of health, safety and wellbeing in pursuance of a statutory requirement.
- Effectively supervise all activities of the children under their charge.
- Observe all safety procedures and instructions issued by the Academy/line manager.
- Co-operate with their line managers or any other person, (e.g. contractors working on site) to enable duties or requirement imposed on them to be complied with to the required standard. This requires employees to follow established safe systems of work and any verbal work instructions given by their immediate line manager.
- Not to use machinery, equipment, substances, transport or other work equipment or safety device except in conformity with training and instruction provided by the Academy.

- Reporting accidents to their line manager by the swiftest possible means and co-operating in any investigation, in order that remedial actions can be developed to prevent a re-occurrence.
- Notifying their line manager immediately of any situation at the Academy or when working off site of which they become aware that has the potential for serious and imminent danger to health and safety, including safeguarding risks.
- Notifying their line manager of any shortcomings in protective measures of which they become aware.
- Receive sufficient health and safety instruction to enable them to carry out their duties with the minimum of risk to themselves or others.
- To consider and, where necessary, comment on information provided to them when consulted on the measures taken by the academy to reduce the risks to the health and safety of employees whilst at work.
- Employees who visit other places of work as part of their duties are required to comply with the requirements of any health and safety policy relating to those premises which are over and above those of the Academy.

Where necessary specific additional roles will be defined and formally communicated to the relevant persons.

2.7 Contractors

The Health and Safety Coordinator is responsible for ensuring that procedures are in place for ensuring all contractors on site are aware of the emergency evacuation procedures and have sight of the Academy Health and Safety Policy as appropriate to their work.

All contractors must be informed of any known hazards which might affect them whilst at work. Contractors in turn should notify the Health and Safety Coordinator of any hazards arising from their activities which may affect the occupants of the Academy.

2.8 Visitors

All visitors **must report to the Academy Reception** where a signing in system is in operation. Regular visitors and other users of the premises, for example, contractors and delivery persons, are required to observe the safety rules of the Academy. Contractors working on the Academy's premises will be made aware of the health and safety arrangements applicable to them by **Reception or the Site Team**.

3.0 External Health and Safety Advisor

The Academy's external health and safety advisor will:

- Advise on all health and safety matters at the academy or advise where specialist support may be obtained.
- Advise on an overall Health and Safety Policy for the Academy and on health and safety policies, procedures and documentation which ensure that the academy complies with current health and safety legislation.
- Advise on possible training for all staff to assist them to understand and carry out their health and safety related duties effectively.
- As appropriate, investigate and report on accidents and incidents involving either the workplace or work activity of the Academy.

- Provide advice and guidance to the Principal and/or Board of Trustees on all health and safety matters.
- Advise on procedures to ensure that the Academy fully meets its obligations to carry out risk assessments as required by current health and safety legislation.
- Advise on or, if appropriate, undertake audits of the Academy's health and safety arrangements to ensure they are adequate and procedures are being fully implemented.

4.0 Supporting Policies

There are a number of policies and procedures that support the Academy's Health and Safety Policy, including:

- Safeguarding Policy.
- Employee Code of Conduct Policy.
- Educational Visits Policy.
- Fire Evacuation Policy.
- Severe Weather Policy.
- Minibus Policy.
- Mental Health Policy.
- Supporting Pupils with Medical Conditions Policy.
- Sickness-Absence Policy.
- E-safety Policy.
- Accessibility Plan.
- Management of Asbestos (Asbestos Management Plan).
- Accident Reporting and Investigation Procedures.
- First Aid and Administration of Medicines Procedure.
- Water Hygiene Management.