



## Health & Safety Policy

Version	1 <sup>st</sup> Edition – replaces previous site specific policies
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## INTRODUCTION

The Trust Board notes the provisions of the **Health and Safety at Work, Act 1974**. This states that it is the duty of every employer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that no one is exposed to risks to their health and safety. The Trust accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities. It also believes that the prevention of accidents, injury or loss contributes to the efficient operation of the Trust and is part of the education of its pupils.

In meeting its obligations for Health and Safety within its academies day to day responsibility lies with the Principal to ensure each academy complies and keeps up to date with all the relevant legislation. The Trust's Chief Operations Officer (COO) will assist with all aspects of H&S and carry out regular H&S audits and monitor compliance. The COO will continually provide advice and support to academy staff on all aspects of H&S and risk. H&S Audits will also be undertaken by an external Health and Safety Officer.

The Trust will take all reasonable steps to identify and reduce hazards to a minimum. However, all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities. The arrangements outlined in this statement and the various other safety provisions made cannot prevent accidents or ensure safe and healthy working conditions. The Trust believe that only the adoption of safe methods of work and good practice by every academy and individual can ensure everyone's personal health and safety.

## THE DUTIES OF THE TRUST BOARD

In the discharge of the duty of the Trust, in consultation with Senior Leaders, The Trust will:

- Ensure that there is an effective and enforceable policy for the provision of health and safety.
- Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- Ensure that there are adequate processes in place for relevant risk assessment and control measures that minimise risk to staff, pupils and others.

In particular, the Trust Board undertakes to provide:

- A safe place for staff and pupils to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of appropriate:
  - (a) statutory requirements
  - (b) codes of practice whether statutory or advisory
  - (c) guidance whether statutory or advisory
- Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. Wherever training is required by statute or

- considered necessary for the safety of staff, pupils and others then the Trust Board will ensure, within the financial resources available, that such training is provided.
- Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision will be given to staff and pupils.
- Adequate welfare facilities will be provided.

So far as is reasonably practicable the Trust Board, through the Academy Principals, will aim to ensure that all staff, including temporary, voluntary staff and helpers and those on fixed-term contracts to receive information on:

- This policy.
- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **THE DUTIES OF THE PRINCIPAL**

As well as the general duties which all members of staff have, the Principal has responsibility for the day-to-day maintenance and development of safe working practices and conditions for all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the academy. They will take all reasonably practicable steps to achieve this end through members of senior and middle management and others as appropriate.

The Principal is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met. In particular, the Principal will:

- Be aware of the basic requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the academy.
- Ensure, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending / taking part in school-sponsored activities.
- Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using the school premises and facilities.
- Ensure safe working practices and procedures are adopted throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out safely and so that all risks are controlled.
- Receive reports as a result of consultation with members of staff, including safety representatives, on health and safety issues and act where appropriate.
- Ensure systems of risk assessment are in place to allow the prompt identification of significant hazards.
- Ensure periodic reviews and safety audits are carried out on the findings of the risk assessment.
- Ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, pupils and others to promote health and safety.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay.
- Encourage all employees to suggest ways and means of reducing risks.

- When necessary, carry out accident and incident investigation.
- Receive monitoring reports on the standard of health and safety throughout the academy, including all school-based activities and act where appropriate.
- Monitor first aid and welfare provision.
- Identify a suitable member of staff to take the lead on Health and Safety within the academy.

### **THE DUTIES OF SENIOR LEADERS AND OTHER SUPERVISORY STAFF**

All staff with supervisory responsibilities will make themselves familiar with the requirements of the **Health and Safety at Work Act** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.

In addition to the general duties which all members of staff have, they will be directly responsible to the Principal or the member of staff nominated by the Principal to have overall day-to-day responsibility for the implementation and operate their relevant departments and areas of responsibility.

They will take a direct interest in the school's health and safety of staff, pupils and others to comply with its requirements. As part of their day-to-day responsibilities they will ensure that:

- Safe methods of working exist and are implemented throughout their areas of responsibility.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- New employees working within their department are given instruction in safe working practices.
- Regular safety inspections are made of their area of responsibility as required by the Principal or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- All plant, machinery and equipment in the department in which they work is adequately guarded and is in good and safe working order. Regular maintenance and servicing is required for all machinery and this should be documented.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and that any respective COSHH data sheet is filed appropriately once its use has been approved.
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- Use of signage where necessary to meet the statutory requirements.
- All health and safety information is communicated to the relevant persons.
- Report, as appropriate, any health and safety concerns to the appropriate individual.
- Annual Risk Assessments to be completed in departments and areas where there are increased health and safety concerns, for example, Catering Departments.

These Risk Assessments need to be made available to all staff working in these departments, whether permanent/casual or volunteers.

**TO NOTE:** PFI sites have an arrangement with SPIE to undertake all site & H&S Management.

### **THE DUTIES OF ALL MEMBERS OF STAFF**

All staff will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirements imposed on the employer, under any of the relevant statutory provisions, co-operate as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular, all members of staff will:

- Be familiar with the safety policy and all safety regulations of the school.
- Lead by example to ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils.
- See that all plant, machinery and equipment is adequately guarded and report any concerns to the appropriate person, e.g. Line Manager/Site Manager/Business Manager.
- Use the correct equipment and tools for the job and any personal protective equipment (PPE) or safety devices, which may be supplied.
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) and that any respective COSHH data sheet is filed appropriately once its use has been approved.
- Report any defects in the premises, plant equipment and facilities which they observe. Isolate any defective plant or equipment to prevent its use while awaiting repair, service or replacement.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

### **HIRERS, CONTRACTORS AND OTHERS**

When the premises are used for purposes not under the direction of the Principal then the principle person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Principal will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the Trust, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the academy and that they will not without the prior

consent:

- Introduce equipment for use on the school premises.
- Alter fixed Installations.
- Remove Fire and Safety notices or equipment.
- Take any action that may obstruct fire exits or create hazards for persons using the premises or the staff or pupils of the academy.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss. 3-4 of the **Health and Safety at Work Act 1974**. Contractors are required to submit their own risk assessments and method statements for approval prior to the commencement of any works.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as are necessary to prevent persons in their care from risk or injury.

The Trust Board draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

#### **STAFF CONSULTATIVE ARRANGEMENTS**

The Principal, will make arrangements to consult with employees in good time on health and safety matters particularly with regard to the introduction of any measure that will affect the health and safety of employees.

#### **CODES OF PRACTICE AND SAFETY RULES**

From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Principals' and others who are in control of such codes into their health and safety policy and procedures. If the Principal considers the inclusion of all or any such documents into this policy to be inappropriate, they will be required to demonstrate to the satisfaction of the Trust Board that they have already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

#### **RISK ASSESSMENT**

The Principal will ensure that risk assessments including surveys of the premises, methods of work and all school-sponsored activities are conducted annually (or more frequently, if necessary). These surveys will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. High risk areas in school that are required to have specific risk assessments for the protection of pupils and staff are:

- First Aid.
- Prevention of accidents to include Slips, Trips and Falls.
- Pandemics, such as Covid 19.
- Outdoor Education.

## **SECURITY**

The Principal is to ensure that school visitors follow correct signing in procedures and have completed adequate safeguarding checks.

All entrances and exits to school buildings have sufficient security measures to prevent unauthorised persons entering the building(s).

Where practical Security fencing to be installed around the perimeter of the school site. Staff working alone need to be aware of the Guidance on Lone Working.

## **FIRE EVACUATION /EMERGENCY PLANS**

The Principal will ensure that Fire Evacuation procedures are reviewed annually and that all staff, pupils and visitors are aware of the procedures. The fire drill will be performed once per term.

The Principal will ensure that the School has an Invacuation Plan (Lockdown) which is tested periodically.

The Principal will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save life
- Prevent injury
- Minimise loss

## **ACCIDENTS/VIOLENT INCIDENT**

The Principal will ensure that all accidents/violent incidents are recorded, investigated and reported to the COO who will report where appropriate to the H&S Dept and/or H&S Executive and to the Trust Board.

Procedures will be put in place (where appropriate) to avoid similar accidents/incidents.

## **FIRST AID**

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.

The number of certificated first aiders will not, at any time, be less than the number required by law. Other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. The number of such trained but uncertificated first aiders will be determined by the Principal as that being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the academy. These locations will be determined after a relevant risk assessment. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly by an appointed First Aider and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record to be kept of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

## **MANUAL HANDLING**

Managers and supervisors must:

- Avoid the need for hazardous manual handling as far as reasonably possible.
- Assess the risk of injury from any manual handling that cannot be avoided.
- Reduce the risk of injury from the manual handling as far as reasonably practicable.
- Provide adequate training.
- Review the assessment when there is any change or at least annually.

When assessments have been completed any new work methods, work equipment identified must be implemented in the workplace and staff trained accordingly.

## **EDUCATIONAL VISITS/EXTRA CURRICULAR ACTIVITIES**

The Principal is responsible for ensuring that all Educational Visits have accompanying Risk assessments. All staff organising visits/extra-curricular activities must be authorised by SLT in advance and risk assessments carried out using the EVOLVE system. All overseas, residential and hazardous trips need approval from the H&S Dept.

The Principal is responsible for ensuring that all vehicles used for the purpose of transporting children to and from specific destinations contain appropriate seat restraints, are properly insured, taxed, serviced in accordance and have a valid MOT certificate.

## **Other Policies and Procedures**

This policy will be supported by the following policies and procedures:

- Fire Safety Policy
- First aid Policy
- Medical Needs Policy
- Safeguarding Policy
- Emergency Evacuation/Invacuation Procedures including Fire Evacuation
- Mini bus Policy (where applicable)
- Lettings Policy (where applicable)
- Educational Visits Policy
- Non-smoking Policy
- School Security Policy
- Violence to Staff Policy
- Emergency Management & Business Continuity (site specific)
- Trust Business Continuity Plan
- Moving and Handling Policy
- Legionella Policy
- Risk Register (site specific)
- Competitive Tendering Policy
- Charges & Remissions Policy