

# Health and Safety Policy

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<b>Approving Body</b>	Trust Board
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<b>Applies to</b>	All Trust Schools, all Trust staff

<b>Version</b>	<b>Date</b>	<b>Reason</b>
1.0	September 2015	To establish a Trust wide policy
1.1	January 2016	To clarify requirements for legionella records
2.0	January 2018	Full revision based on model document provided by Judicium
2.1	March 2018	Updated following consultation

**HEALTH AND SAFETY POLICY  
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## HEALTH AND SAFETY POLICY

### STATEMENT OF INTENT

Wimborne Academy Trust believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of Trust schools.

We are committed to:

- a. Preventing accidents and cases of work related ill health.
- b. Compliance with statutory requirements as a minimum
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the school.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety Management System will be created to ensure the above commitments can be met. All those concerned with governance, staff and pupils will play their part in its implementation.

**Name**                      **Liz West, CEO**

**Signature**



**Date**                        **22 March 2018**

## **ORGANISATION**

### **1.0 INTRODUCTION**

- 1.1 In order to achieve compliance with the Trust Board's Statement of Intent the school's management team will have responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for Health and Safety Management is attached at Appendix 1.

### **2.0 CHIEF EXECUTIVE OFFICER**

- 2.1 The CEO is responsible for ensuring that:

- a) The health and safety policy statement is clearly written and it promotes a positive attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific individuals and they are informed of their responsibilities.
- c) Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created to assess any significant risks and ensure that safe systems of work are implemented.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The health and safety policy and performance is reviewed annually.
- h) Any contracts awarded - such as cleaning, catering services and building works etc. – are tendered in accordance with appropriate standards.

### **3.0 HEADTEACHER**

- 3.1 The Headteacher supports the CEO by ensuring that:

- a) This Policy is clearly communicated to all relevant people.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their School representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.

- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) The Health and Safety Leader has opportunity to raise Health and Safety issues with the Headteacher as necessary.
- n) A report on the health and safety performance of the school is completed termly as part of the Headteacher's report to their Academy Committee and CEO.

#### **4.0 STAFF HOLDING POSITIONS OF SPECIAL RESPONSIBILITY**

4.1 This includes the School Senior Management Team, Heads of Departments, Office Managers, Educational Visit Co-ordinators and Site/Facilities Managers. They must:

- a) Apply the Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- b) Develop procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Health and Safety Leader.
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, and refer to the line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated appropriately.

## **5.0 OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards where necessary.
- e) Make recommendations to their line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation.
- g) Report all accidents, defects and dangerous occurrences to the Health and Safety Leader.

## **6.0 OBLIGATIONS OF THE KITCHEN MANAGER**

The Kitchen Manager (or equivalent) is responsible for the safe operation of the catering facilities and must:

- a) Be familiar with the school Health and Safety Policy.
- b) Prepare risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work in accordance with these documents.
- d) Inform the Health and Safety Leader of any potential hazards or defects.
- e) Be familiar with the current Food Safety legislation and the implications so far as the school is concerned.

School staff must not use the catering facilities and equipment without the prior agreement of the Health and Safety Leader and Kitchen Manager.

## **7.0 HEALTH AND SAFETY COMMITTEE**

This Committee will meet once per term as a minimum.

7.1 The Committee will review all health, safety and security matters.

7.2 The Committee will advise the Safety Representative of any current issues.

7.3 Details of Health and Safety Committee members can be found at Appendix 1

## **8.0 SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

8.1 The Trust Board and Headteacher recognise the role of Safety Representatives.

8.2 Safety representatives have the following key duties:

- Investigate potential hazards and dangerous occurrences.
- Examine causes of accidents.
- Investigate employee concerns and complaints relating to health and safety.
- Make representation to the employer on matters arising out of the above functions.
- Carry out inspections of the workplace.
- Represent employees in consultations with the Health and Safety Executive.

8.3 Safety representatives will be given access to information they are entitled to see, for example about accidents. They will also be allowed time off for training in accordance with negotiated agreements and will be given appropriate time and facilities to undertake their health and safety duties in order that they can play an effective role, in resolving any problems that need further action or in a review of procedures.

8.4 However, they are not part of the management structure and are not carrying out duties on behalf of the Trust.

## **9.0 OBLIGATIONS OF ALL EMPLOYEES**

9.1 All employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by any person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- g) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify in the school's health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.

- j) Co-operate with the appointed Safety Representative and the Enforcement Officers of the Health and Safety Executive.
- k) When authorising work to be undertaken or authorising the purchase of equipment, ensure that the health and safety implications of such work or purchases are considered.

## **10.0 OBLIGATIONS OF CONTRACTORS**

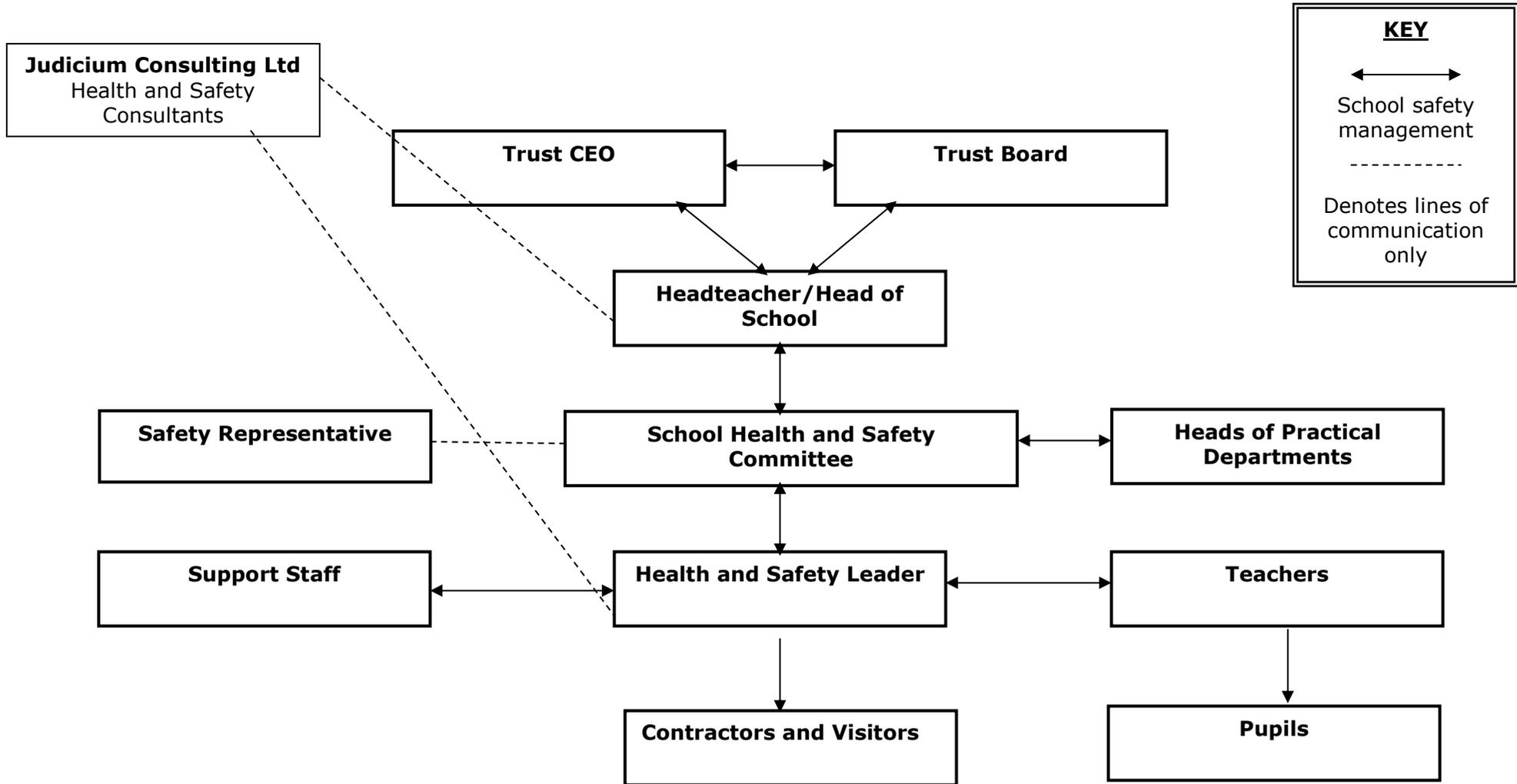
- 10.1 The contract manager will have responsibility for safe practices in the areas under their control.
- 10.2 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the contract manager of any risks that may affect the school staff, pupils and visitors.
- 10.3 All contractors must be aware of the health and safety policy and emergency procedures and comply with these at all times.
- 10.4 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of school staff, pupils and visitors.

## **11.0 PUPILS**

- 11.1 Pupils, in accordance with their age and aptitude, are expected to:
  - a) Exercise personal responsibility for the health and safety of themselves and others.
  - b) Observe standards of dress consistent with safety and/or hygiene.
  - c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
  - d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Appendix 1

HEALTH AND SAFETY ORGANISATIONAL CHART



## **Appendix 2**

### **Key Health and safety legislation:**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Control of Asbestos at Work Regulations 2006
- Controls of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended)
- Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Electricity at Work Regulations 1989
- First Aid at Work Regulations 1981
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment (PPE) at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Regulatory Reform Fire Safety Order (RRFSO) 2005
- Work at Height Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992

## **Appendix 3**

### **Supporting Policies and Procedures**

- Fire Safety Management
- Asbestos Management
- Wellbeing
- Managing Contractors
- First Aid and Medicines
- Educational Trips and Visits