



Health and Safety Policy

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Author Initials	ZW/SW
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(This policy supersedes all previous Health and Safety policies)

1. Principles

The Board recognises as employer its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the Trusts premises or participating in school sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore, we in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act. Health and safety management involves not eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

This policy will be brought to the attention of all members of staff via all staff communication and briefings. A reference copy is displayed in all staff rooms.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

2. Duties of the Board

- 2.1. In the discharge of its legal duty, the Board is familiar with the requirements of the Health and Safety at Work Act 1974, associated legislation and Codes of Practices which are relevant to the work of the trust and ensures that there is a suitable level of management resource available to enable compliance with health & safety regulations.
- 2.2 To assist Education South West (ESW), as the employing body, in discharging its legal obligations, the Trust has appointed the Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.
- 2.3 The Board:
 - periodically assesses the effectiveness of this policy
 - monitors the effectiveness of health and safety management
 - provides adequate resources to meet the Trust's legal responsibilities
 - takes all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3 Duties of the CEO and School Heads

- 3.1 The CEO has the delegated responsibility to ensure that the Trust Finance Director and Chief Operating Officer and the local Heads are carrying out their duties in accordance with this policy. The CEO may delegate his responsibilities with respect to this policy, to the Director of School Improvement or an Executive Head who is responsible for a school or group of schools within the Trust.

3.2 The School Heads ensure that:

- students are adequately supervised, and where applicable in accordance with specific legislation on staffing ratios and qualification, to mitigate the risk of accidents occurring.
- an emergency evacuation procedure exists, and that staff understand the procedure to be followed; termly evacuation practices are organised and recorded.
- teaching or other staff delivering lessons to students are suitably trained with respect to the equipment they may be using, and that lesson plans clearly identify the risks and the mitigations; where appropriate the appropriate CLEAPSS risk assessments are maintained and updated.
- matters arising from health & safety audits relating to lesson delivery and/or student management are addressed.
- personal emergency evacuation plans (PEEPS) are documented and communicated to any staff expected to assist the student or member of staff to which the PEEP relates.
- that a suitable number of staff are trained First Aiders and specifically appointed to provide First Aid.
- suitable processes are in place to ensure that children with medical needs have the same rights of admission to the Trust, and therefore has produced detailed arrangements for managing this.
- suitable and sufficient arrangements are in place in respect to risk assessment and management of students when on visits, fixtures and trips.
- staff are aware that they share the responsibility to report health and safety issues
- health and safety issues are communicated to the Trust Business Manager expeditiously.

4. **Duties of the Trust Finance Director and Chief Operating Officer**

- 4.1 The Trust Finance Director and Chief Operating Officer has the delegated responsibility to ensure that adequate processes and procedures are in place to enable proactive risk management, clear communication routes, and timely resolution of health & safety issues.
- 4.2 The Trust Finance Director and Chief Operating Officer is assisted in executing his duties through a delegated structure which includes the Trust Facilities and Compliance Manager, the Trust Catering Manager, the Trust IT Services Manager, local Site Supervisors and Administrators as applicable.
- 4.3 The Trust Finance Director and Chief Operating Officer ensures that:
- documented risk assessments are in place in accordance with best practice, and are reviewed on a regular basis, and matters arising are resolved.
 - emergency evacuation procedures are in place for each for academy in the Trust, and practice evacuations and carried out and recorded.
 - plant and equipment is regularly serviced, meeting statutory and good practice requirements, and that any defects are resolved.

- ensures that staff are adequately instructed in health and safety matters in connection with their specific work place and responsibilities, and where appropriate attend specific training courses.
- collates accident and incident information and, when necessary, carries out accident and incident investigations, and liaises with HSE as necessary.
- arranges periodic independent health & safety audits, covering organisation wide reviews as well as specific curriculum department reviews as applicable.
- External contractors are appropriately appointed, and inducted before being allowed to work anywhere in the Trust.
- the School Heads are appraised of any health and safety matters.

5. **Duties of all members of staff**

- 5.1. All persons employed by the Trust, including official volunteers, have a duty to themselves, their colleagues, the Trust, and the community they serve, to work in a safe and responsible manner.
- 5.2. To that end, they assist the Trust in achieving its health and safety objectives by:
- taking action to prevent work related accidents and reporting all health and safety incidents however minor to supervisors or managers.
 - reporting unsafe processes, practices and equipment to line managers, or the Trust Business Manager, or School Heads; it is the responsibility of line managers, if issues are reported to them, to ensure that the Trust Business Manager, School Heads are made aware of the issue.
 - following the appropriate safety rules and procedures relating to the work assigned to them

6. **Duties of Students**

- 6.1. Students, taking into consideration their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, report issues to a member of staff and to always follow the instructions of staff given in an emergency.
- 6.2. They use and do not wilfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

7. **Duties of Hirers & Community Users**

- 7.1 When premises are used for purposes not under the direction of the Trust then the person in charge of the activities for which the premises are in use has responsibility for the safe practices undertaken, conducting themselves and carrying out their operations in such a manner that all statutory and advisory safety requirements are met at all times. The acceptance of these responsibilities is evidenced by the signing of the letting term and conditions.

8. **Duties of Contractors**

- 8.1 All contractors who work on the academy premises are required to identify and control any risks arising from their activities and inform the principal of any risk that may affect the staff, students and visitors.

- 8.2 All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times. In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Trust will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.