



DRAFT

Health and Safety Policy

Reference: H&S/ SW

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Who should use this policy?

This policy will apply to within the Academies for Character and Excellence in relation to Health and Safety at all our Trust premises.

This policy will be reviewed annually unless significant legislative changes occur before the review date.

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SECTION 1: STATEMENT OF INTENT

The Academies for Character and Excellence will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the Trust's organisational responsibilities for dealing with different areas of risk, with the arrangements being detailed in an accompanying Health and Safety Manual. Section 2 will establish specific responsibilities at all levels of the Trust's organisation. Section 3 directs the reader to the accompanying Health and Safety Manual, which contains full details of our arrangements.

This policy will be brought to the attention of all members of staff at induction and a master copy is kept in the school office, on the shared TEAMS drive and added to the school website.

This policy statement and the accompanying organisational arrangements will be reviewed annually. The accompanying arrangements in the Health and Safety Manual will be reviewed alongside this policy on an annual basis.

The Trustees, Executive Leadership Team and Headteachers, Senior Leadership Teams, Local Governance Committees and staff are committed to providing a safe and healthy environment for all users of Trust Premises. Pupils and staff alike are encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

SECTION 2: ORGANISATION

The Duties of the Trust are:

- To produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, pupils and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- To assist the Trust in discharging its legal obligations, the Trust has appointed the Health & Safety Service (OSHENS) as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Health & Safety Service's (OSHENS) Health & Safety Arrangement notes for schools.

The Duties of the Head Teacher:

The Head Teacher has day-to-day responsibility for health and safety management

and will 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.

In particular, the Head Teacher, with the support of the Trust Operations Team, will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the Trust to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the Trust on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Trust any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

Whilst overall responsibility for health and safety cannot be delegated, the Head Teacher may choose to delegate certain tasks to the school's Health & Safety Leads.

The Trust's Health and Safety Leads are: the Director of Operations, the Estates Lead, and the schools' Health & Safety Administrators.

The duties of the Trust Health and Safety Leads:

The health and safety Leads have the delegated tasks of assisting the Head Teacher discharge their duties in relation to day-to-day health and safety management.

To do this the Trust health and safety Leads will:

- co-ordinate and manage the risk assessment process for the Trust
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher and The Trust board (as per the schedule which can be found [here](#)).
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Operations Team if funds are not available
- assist with the identification of training needs and training delivery across the Trust to ensure that staff are adequately instructed
- collate accident and incident information and, when necessary, carry out accident and incident investigations

- arrange periodic health and safety audits and liaise with the Headteacher and the Trust in relation to findings and any associated remedial actions

The duties of the schools' Health and Safety Admin Leads:

The role of the schools' H&S Admin Leads, with support from the Operation Team, is to ensure that the necessary requirements, paperwork and processes are in place within each school in order for the school to be compliant. In addition, they attend the Trusts Health and Safety Trust Improvement Group (which also functions as a Health and Safety Committee for the Trust) to represent their school community in all matters relating to health and safety, and to attend any necessary training.

The duties of the Trust's Operations Administrators:

To oversee and co-ordinate the booking of external compliance checks, to maintain the digital records of compliance activities, to support the schools' H&S Administrators in their duties, and to carry out regular H&S Support reviews as part of the wider health and safety monitoring and audit cycle. In addition they co-ordinate health and safety communications with all trust schools.

The duties of the Trust's Estates Core team (mobile caretakers and technicians):

The mobile site team have specific delegated tasks in relation to health & safety management within their departments/subject areas. They must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher or the school H&S Administrator
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Headteacher or school H&S Administrator
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

The duties of all Members of Staff:

Under the Health and Safety at work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's health and safety policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare

- Report all defects in the condition of premises or equipment using the system provided by the Trust and to report any health and safety concerns immediately to their Headteacher or school health and safety admin lead
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

The duties of pupils:

Pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

The duties of contractors:

All contractors who work on our school premises are required to identify and control any risks arising from their activities and inform the Headteacher of any risk that may affect the staff, pupils and visitors.

All contractors must be aware of this policy and the associated documents and 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 Headteacher will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury. These incidents are then reported directly to the Trust Health and Safety Leads.

SECTION 3: ARRANGEMENTS

All of the Health and Safety arrangements are contained within the ACE Health and Safety Manual. A copy of the manual is located at each school site and also a digital version can be found [here](#).