



Health & Safety Policy

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CONTENTS

Section One – Health and Safety Policy	Page number
1.1 Introduction	1
1.2 Health & Safety Policy Statement of Intent	4
Section Two – Organisation, Roles and Responsibilities	
2.1 Who is responsible?	5
2.2 Governing Body	5
2.3 Head Teacher	6
2.4 Deputy Head Teacher/senior teachers	7
2.5 Admin Officers	7
2.6 Premises Officers/caretakers	7
2.7 Competent Person	7
2.8 Risk Assessors	8
2.9 Employees	8
2.10 Health and Safety Organisation Chart	9
Section Three - Health and Safety Arrangements	
3.1 Health and Safety Policies	10
3.2 Organisation	10
3.3 Consultation	10
3.4 Information, Instruction and Training	10
3.5 Policy Implementation	11
3.6 Measuring Performance	11
3.7 Reviewing / Monitoring Performance	11
3.8 Auditing	12
3.9 Equalities	12
3.10 Review date	12

SECTION ONE

1.1 Introduction

HEARTWOOD Church of England Academy Trust (the Trust) is committed to maintaining healthy and safe places of work for employees, as well as taking all reasonable steps to ensure that students, parents, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Board recognises that:

- it has a **moral duty** to take all reasonable steps to prevent people being harmed;
- **accidents cost money**, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a **legal duty** imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.

1.2 General Statement of Policy

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at the Heartwood Church Of England Academy Trust and its 4 academies.

Aims

We aim to:

- Provide and maintain a safe and healthy environment throughout the Trust within the 4 academy sites and safe means of entry and exits to all buildings
- Establish and maintain safe working procedures amongst Staff, Students, Volunteers and all those on each School site
- Ensure safe measures of using, storing and transporting articles and substances
- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapours at all sites
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation of all the Academy premises
- Lay down procedures in case of accidents and medical treatments

STATEMENT OF INTENT

The Board of Directors of the Heartwood Church Of England Academy Trust (the Board) will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors.

Each Local Governing Body for the 4 academies also has key responsibilities to ensure health and safety and implement health and safety policies and practices.

Details of how this will be achieved are given in this health and safety statement and policy.

The Board will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Board will seek specialist advice to determine the risks to health and safety in the Trust and the precautions required to deal with them.

The Trust will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Trust requires the support of all staff to enable the maintenance of high standards of health and safety in all academy activities.

This Statement includes a description of the Trust's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

Head Teachers

.....

.....

Chair of Trust Board

.....

Date.....

Date.....

Section Two: Organisation and Responsibilities

2.1 Who is responsible?

The Health and Safety at Work Act 1974, requires directors, governors, and employees according to their particular roles, to take the initiative on certain matters.

The Trust will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The Head Teacher has overall day-to-day responsibility for Health and Safety matters in each academy. More detailed responsibilities are set out below.

2.2 The Trust Board and Local Governing Bodies

The Academy Trust Board, advised by its resources Sub-committee as appropriate, as the legal entity and employer of all staff is responsible for –

- Approving the Trust health and safety policy and statement
- Coordinating and monitoring health and safety across the sites
- Coordinating health and safety training across the Trust
- Establishing working parties across the Trust to develop and support the management of Health and Safety, as and when appropriate

Local Governing Bodies

Each individual academy local governing body is responsible, and where appropriate advised by its Resources Sub-committee, for:

- Complying with the Trust Health and Safety Policy, Statement and Arrangements;
- Formulating the local health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the academy delegated budget;
- Ensuring that risk assessments are made and recorded of all the academy work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Prioritising action on health and safety matters where resources are required from the academy budget, seeking further advice where necessary and ensuring that action is taken;
- Seeking specialist advice on health and safety which the academy may not feel competent to deal with;
- Promoting high standards of health and safety within the academy;

- Active and reactive monitoring health and safety matters within the academy including health and safety inspection reports and accident reports;

2.3 Head Teacher

As the person with responsibility for the day to day management of health and safety matters in the Academy in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.

The Head Teacher at each of the Schools will:

- Ensure competent people are appointed to provide advice and guidance on health and safety.
- Ensure arrangements are in place to monitor, inspect, audit and review health and safety activities.
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- Ensure there are effective arrangements for consulting with employees on health, safety and welfare issues and for promoting collaborative working with appointed Health and Safety Representatives
- Ensure that a suitable training programme is maintained that addresses the needs of staff at all levels.
- Ensure that contractors are competent to carry out their work safely with minimal risk to themselves and others.
- Ensure risk assessments are undertaken for work activities they control, in consultation with their employees.
- Develop, implement and review safe working practices to satisfy themselves that appropriate and sufficient control measures are in place to remove or reduce the risks to as low a level as reasonably practicable.
- Ensure that they and their staff have adequate levels of training, instruction and supervision to work safely with minimal risk to themselves or others, paying particular attention to young employees and new starters.
- Ensure induction training is provided for all new staff, including temporary staff to ensure that they are aware of the emergency procedures and any significant risks within the workplace.
- Make sure all work-related accidents or incidents, including near misses are investigated and reported and any necessary remedial action is taken.
- Ensure that work place inspections are carried out, at least twice each year, to ensure that the working environment and equipment are safe and adequately maintained.
- Monitor contractors and ensuring that only competent, approved contractors are engaged to work on the school's site.
- Make sure that emergency procedures are effective, practised and communicated to anyone who may be affected.
- Ensure premises officers are engaged, trained and deployed to ensure health and safety policies and practices are enacted

2.4 Deputy Heads and Senior Teachers

In the absence of the Head Teacher will take on the day to day responsibilities of the head teacher regarding Health and Safety as set out in 2.3 above.

2.5 Administration Officers

Responsibility for implementing operational health and safety rests with the Board, Local Governing Body, Governors and the Head Teacher, however some of these responsibilities have been delegated to the local administration officers who will (on their behalf) ensure that policies, procedures and safe systems of work are implemented on a daily basis. The administration officers will:

- Promote a positive and proactive approach to health and safety.
- Implement and communicate the academy's Health and Safety Policy and safe systems of work.
- Ensure that contractors, customers and visitors are aware of safety procedures.
- Ensure that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
- Ensure that the Health and Safety notice board is up to date.
- Ensure appropriate procedures for authorisation of school visits is followed;
- Ensure that emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitor the purchasing and maintenance of equipment and materials and ensuring that all current health and safety standards are achieved.
- Monitor contractors on site and ensuring they consult the Asbestos Management Plan.
- Maintain records and inventories relating to health and safety

2.6 Facilities / Premises Manager

The Facilities /Premises Manager will:

Maintain up to date knowledge of health and safety legislation and best practice and how this affects the Academy / School in relation to their role.

Undertake specialist risk assessments, where appropriate.

Monitor contractors and ensuring that only competent, approved contractors are engaged to work on the Academy site;

Ensure that Fire Log, Maintenance Records and Asbestos Log are kept up to date;

Carry out the relevant monthly inspections as required by their role and keep the appropriate records of inspections and checks up to date.

Monitor contractors on site and ensuring they consult the asbestos log.

2.7 Competent Person

Health and Safety Law requires the appointment of one or more "competent" persons to help employers to comply with legislation. At Heartwood Church Of England Academy Trust this will be provided by the Health and Safety Team at

Solihull MBC which will advise, consult, support and liaise with the Head Teachers and other relevant employees. Specifically the team will:-

- Assist with the maintenance of the school's health and safety management system, providing advice, support and guidance on all aspects of health and safety, with support and guidance from
- Assist with the development of health and safety policies, procedures and standards to ensure that consistent and effective health and safety practices exist across the academies.
- Carry out a programme of inspections to ensure that the academy's Health and Safety Policies are complied with.
- Undertake specialist risk assessments, where appropriate.
- Review reports of all accidents and compile statistics to identify causes and trends and make recommendations to improve performance.
- Where appropriate, conduct impartial accident investigations and prepare reports of such investigations, with recommendations to prevent recurrence.
- Assist in the development of health and safety awareness and training.

2.8 Risk Assessors

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. A Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. Risk Assessors will:

- Attend appropriate training before carrying out any risk assessments.
- Carry out risk assessments as directed by their Manager.
- Make a written record of the risk assessment using school documentation. A copy of all risk assessments to be forwarded to the Academy Admin Officer to form part of the school's documentation.
- Communicate the findings of the risk assessment to the relevant Manager.
- Where risks are not adequately controlled, develop an action plan with the appropriate Manager.
- Conduct inspections of the workplace at least once per term, to ensure that the working environment and equipment are safe and adequately maintained. The record of the inspection to be forwarded to the Academy Admin Officer
- Inform Managers of any additional hazards they become aware of.
- Seek further advice/support and expertise where required.

2.9 Employees in the Academy

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in the individual academy rests with the head teacher and local governing body, all members of staff have a clear responsibility in ensuring the effective delivery of this Policy.

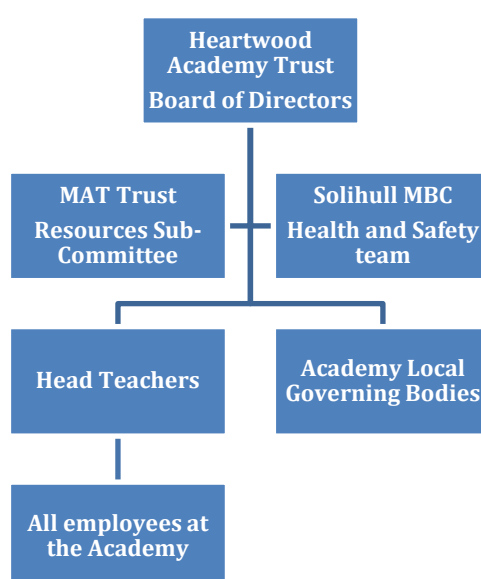
Health and Safety Laws require all employees, wherever they work, to be responsible for helping the school maintain and improve health and safety standards. This means that all employees must:

- Take reasonable care of the health and safety of themselves, fellow employees and other persons who may be affected by their acts or omissions
- Co-operate with and support the academy, managers and other employees, in meeting their health and safety legal responsibilities.
- Undertake any required training and only use tools, machinery, plant, vehicles or equipment that they are trained to use.
- Take all suitable safety precautions and carry out work in accordance with the information, instruction and training they have received (written or verbal).
- Make use of, wear and take good care of anything (including equipment and protective clothing) provided for the purposes of health and safety.
- Maintain tools, machinery, plant, vehicles and equipment in a good condition, only use them for the purpose intended and withdraw from use anything that is considered unsafe.
- Report defects, malfunctions, hazards, accidents, incidents, “near misses” and anything thought to be dangerous to the local academy office without delay.
- Be sensibly and safely dressed for their particular working conditions.
- Follow laid down emergency procedures and be aware of the position of fire alarms, fire exits, first aid equipment and the identity of First Aid Officers.
- Inform their line manager (if necessary in confidence) about any personal conditions, which could increase the likelihood or impact of an accident or incident.

Employees should not undertake potentially hazardous tasks for which they have not been trained. If anyone feels that they have received inadequate training or information before being exposed to new or increased risks, the matter should be raised with their line manager who will bring it to the attention of the Head Teacher.

2.10

Health and Safety Management Structure Chart



SECTION THREE - HEALTH AND SAFETY ARRANGEMENTS

The following section explains the day-to-day arrangements that are in place for the management of health and safety across the Trust.

3.1 Health and Safety Policies

This overall Health and Safety Policy is supported by a number of other operational policies / procedures, which provide more detailed guidance on certain aspects of health and safety. These documents do not supersede this overall Policy, but should be read in conjunction with it.

Further policies, procedures and guidance will be produced as required by changes in legislation or in line with best practise.

All health and safety policies / procedures will be reviewed by the Head Teachers, with the support of Solihull MBC Health and Safety Team. Where appropriate, it will be ensured that any management / governing body approval is obtained, prior to publication.

Details the existing and proposed supporting policies / procedures / guidance. Full versions of all policies / procedures / guidance can be found on the academy web site and in the health and safety folder located in each academy main office.

3.2 Consultation

The Trust supports and encourages employee participation in health and safety. We recognise that active employee involvement helps to:

- promote a positive health and safety culture;
- develop effective risk control measures and realistic safe systems of work;
- reduce accidents and work related ill health.

To achieve this participation we will promote open and constructive consultation with employees and their nominated representatives. This includes the requirements as set out in the Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

3.3 Information, Instruction and Training

So far as is reasonably practicable, the Trust will provide suitable and sufficient information, instruction and training to all employees. This includes the following:

- induction information and training for new employees;

- provision and dissemination of health and safety information in team briefings, newsletters, leaflets, posters and other appropriate methods;
- provision of Intranet guidance, including current policies and procedures;
- training, as appropriate, on a range of health and safety issues;

Additionally, every opportunity will be taken to raise awareness and understanding of health and safety. This will include opportunities that arise through undertaking audits and inspections, involvement in accident investigations and face to face communication in other meetings.

This Health and Safety Policy (and any future revisions) will be communicated as appropriate, to ensure that all managers, teachers, and staff are aware of its existence and their responsibilities.

3.5 Policy Implementation

The head teachers (on behalf of the Trust and Local Governing Body) have operational responsibility for ensuring that the academy's health and safety policies are implemented.

All head teachers / managers have a responsibility to implement and communicate the school's health and safety policies, health and safety procedures and safe systems of work.

On a day-to-day basis all employees have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the school's policies.

The SMBC Health and Support Team will carry out audits of all health and safety policies and practices within the school.

3.6 Measuring Performance

Health and safety performance will be measured by the Governors and the Head Teachers supported by the SMBC Health and Support Team Monitoring performance standards;

- Regular auditing and undertaking inspections;
- Accident/incident reporting and investigation;

3.7 Reviewing / Monitoring Performance

Performance will be measured against health and safety performance indicators and targets and reported at local academy management team meetings, trust heads meetings, and to governors on a regular basis.

The local governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

The governors will call for annual reports on:

- Accident / incidents.

- Results of internal or external health and safety inspections.
- Reviews of any procedures carried out by the Head Teacher
- The Head Teacher shall provide such reports as required by the local governing body as part of the management of the school.
- A Governor on behalf of the Local Governing Body shall carry out a termly visual inspection of the school and report any issues arising to the Head Teacher
- Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the Academy and report any issues to the Head teacher / Head Teacher
- Periodically review risk assessments.

To help this process, the Governing Body will ensure that all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

3.8 Auditing

The SMBC Health and Support Team will undertake a risk based programme of audits across all areas of the Academy Trust to ensure that Health and Safety Policies / Procedures are implemented and that (as far as is reasonably practicable) safe working practices operate.

3.9 Equalities

This Policy has been subject to an Equalities Assessment.

3.10 Planned Date of Review

Annually from the date of implication