

Health and Safety Policy

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Owner	Tracey Nolan
Designation	Estates Manager



Background

As the employer of staff, The Sovereign Trust has overall responsibility for the health, safety and welfare of staff and students in the academies. The Sovereign Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

The Sovereign Trust will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, the Board of Trustees have delegated these responsibilities to the Academy Advisory committees, which will report to The Board of Trustees termly.

The Advisory Committees of academies within The Sovereign Trust may not all be employees but play an important role in ensuring strategic direction and will work in close partnership with the Head Teacher and Senior Management Team of the academy and relevant staff of the trust to support good health and safety management in Curriculum development and activities

Although overall accountability for health and safety lies with The Board of Trustee, day-to-day responsibility for the health and safety of staff and students in individual academies is delegated to the Head Teacher, who in turn will delegate particular functions to other staff, in particular the Premises or Site Manager.

The model policy below is required for adoption by all The Sovereign Trust academies.



I. Model Health and Safety Policy for all Academies

I.1 General Statement of Intent

The Board of Trustees undertakes to meet fully its responsibilities under the 'persons in control of premises section of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the Arrangements section of this policy.

The Advisory Committees and Head Teachers will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, The Board of Trustees and Advisory Committees will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Advisory Committees will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk.

Details of how these areas of risk will be managed are given in the Arrangements section.



I.2 Responsibilities of the Advisory Committees

The Advisory Committees will ensure that:

- a Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- b Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- c Regular termly Safety, Health and Environmental (SHE) inspections are undertaken.
- d Inspection reports, including those from health and safety representatives, are considered and acted upon.
- e Health and safety is a standing item on all agendas.
- f An annual health and safety report is provided to the Board of Trustees with the input from the Head Teacher.
- g A positive health and safety culture is established and maintained.



I3 Responsibilities of the Head Teacher

The Head Teacher is responsible for day to day overall management of health and safety in the academy and will ensure that:

- a A health and safety policy is produced for approval by The Board of Trustees and that the policy is regularly reviewed annually and revised as necessary.
- b Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c For high risk activities, safe systems of work are identified via a risk assessment.
- d Information and advice on health and safety is acted upon and circulated to staff and Trustees.
- e Regular inspections are carried with reports submitted to The Board of Trustees and Trust.
- f There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- g Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- h Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- i Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- j There is co-operation, with, and provision of necessary facilities for health and safety representatives.
- k Appropriate tasks are delegated to the Academy's Site Manager and other premises staff.



I.4 Responsibilities of Senior Managers and Curriculum Managers/Leaders

- a Deputy and assistant Head Teachers may be required to undertake any of the Head Teacher's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b The Academy curriculum Managers may be expected to oversee health and safety matters relating to their curriculum areas.

I.5 Responsibilities of the Site Manager

The Site Manager will ensure that:

- a Safe means of access and egress are maintained.
- b The premises are kept clean and that adequate welfare facilities are provided.
- c Safe working arrangements are in place when contractors are working on the premises.
- d Adequate security arrangements are maintained.
- e Adequate fire safety arrangements are implemented.
- f Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g Adequate systems are in place for the management of asbestos and control of legionella.
- h All premises-related accidents/incidents are recorded and investigated.
- i Regular inspections of the premises take place.
- j A copy of the Health and Safety Law poster is displayed in an easily accessible location.



I.6 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential. All staff employed by the academy will act responsibly to ensure that:

- a They are familiar with, and comply with, the Health and Safety Policy.
- b They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c They report immediately, to Senior Management or to their line manager any serious or immediate danger of which they become aware.
- d They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to Senior Management or to their line manager.
- e There is no misuse of anything that has been provided for health and safety purposes.
- f They use the correct equipment and tools for the job and any protective equipment that may be supplied.

I.7 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

- a Follow all instructions issued by any member of staff in case of emergency.
- b Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c Inform a member of staff of any situation which may affect their safety or that of other students or staff.



2. Arrangements

2.1 Health and Safety Representatives

Health and safety representatives are entitled to raise any issue of health and safety as it affects employees. The Academy will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative.

2.2 Advisory Committee

The Advisory Committees will establish a programme of works to ensure not only compliance with the law but also the development of a positive health and safety culture within their Academy. The Sovereign Trust recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

2.3 Health and Safety Policies and Procedures

The academy will adopt The Sovereign Trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate policy statements or a manual, for addressing the following areas.

- Reporting of Incidents / ``
Injuries / Accidents
- Asbestos management
(where applicable)
- Contractors on site
- Off-site activities
- School security
- Slips and trips
- Vehicle movements
- Fire safety
- Electrical safety
- Minibus safety
- Control of hazardous substances
(COSHH)
- ICT use
- First aid
- Manual handling
- Infectious diseases
- Severe weather
- Administration of medicines
- Critical incidents
- Lone working
- Dignity at Work
- Stress management
- Water safety/legionella
- Hydrotherapy pools



2.4 Monitoring

- a The Advisory Committee shall appoint a Member to lead on Health and Safety in their Academy.
- b The Advisory Committee for each Academy will organise an annual health and Safety check of the premises. The report will be submitted to Trust Business manager. A summary of the major items will be given to the Board of Trustees.
- c The Board of Trustee will examine Advisory Committee meeting minutes.
- d The Advisory Committee will review the above applicable Academies policy statement annually.

