

# Health and Safety Policy

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<b>Approving Body</b>	Trust Board
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<b>Owner</b>	Director of Resources
<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
2.2	September 2019	Cyclical review
2.3	September 2020	Update based on model policy from Judicium
3.0	September 2021	Update based on model policy from Judicium
3.1	September 2022	Cyclical review

## 1. Statement of Intent

Wimborne Academy Trust recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of the Trust's schools.

We are committed to:

- a. Providing a safe and healthy working and learning environment.
- b. Preventing accidents and work-related ill-health.
- c. Meeting our legal responsibilities under health and safety legislation as a minimum
- d. Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- e. Ensuring safe working methods and providing safe work equipment.
- f. Providing adequate information, instruction, training and supervision.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our safety arrangements 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 schools.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

Health and Safety procedures will be adopted, and responsibilities will be appropriately assigned to ensure the aims of this policy are met. All staff, students, trustees and academy committee members will play their part in its implementation.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with staff.



**Liz West**

**Chief Executive Officer**

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## **2. Roles and Responsibilities**

### **2.1 Introduction**

To achieve compliance with the Statement of Intent, the management team will have additional responsibilities assigned to them as detailed in this part of the policy.

### **2.2 Chief Executive Officer**

The Chief Executive Officer is accountable to the Trust Board for ensuring that:

- a) The health and safety policy statement is clear, and it promotes a positive attitude towards safety and health for staff and students.
- b) Each member of staff is aware of their health and safety responsibilities and has sufficient experience, knowledge and training to perform the tasks required.
- c) Clear procedures to assess significant risks are implemented and ensure that safe working practices are adopted.
- d) Sufficient funds are set aside with which to operate safe working practices.
- e) Health and safety performance is monitored, failures in health and safety policy or implementation recognised, and policy and procedure revised as necessary.

The Chief Executive Officer has delegated day-to-day executive responsibility for health and safety management to the Director of Resources, who is accountable to the Chief Executive Officer.

### **2.3 Headteachers**

Headteachers are accountable to the Chief Executive Officer for the effective implementation of this policy in their school.

Headteachers ensure the policy's objectives are fully met by

- a) Planning as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- b) Providing final authority on matters concerning health and safety at work in their school.
- c) Making decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks appropriately.
- d) Delegating specific responsibility for the implementation and monitoring of the Health and Safety Policy, clearly recording and communicating such delegation.

Headteachers work in conjunction with Judicium (the Trust's health and safety consultant and competent person), and the school's Health and Safety Committee to implement and monitor the policy in their school by ensuring

- a) This policy is communicated and made available 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 safety representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Additional responsibilities for health, safety and welfare are allocated to specific individuals, and they are informed of their duties and responsibilities and have sufficient experience, knowledge and training to undertake them.
- f) Risk assessments of the premises and working practices are undertaken.
- g) Safe systems of work are in place as identified from risk assessments.
- h) Emergency procedures are in place.
- i) Machinery and equipment are inspected and tested to ensure it remains in a safe condition.
- j) Records are kept of all relevant health and safety activities
- k) Arrangements are in place to inspect the premises and monitor performance.
- l) Accidents are investigated, and any remedial actions required are taken or requested.
- m) The activities of contractors are adequately monitored and controlled.
- n) A report to the Chief Executive Officer on the health and safety performance of the school is completed termly.

#### **2.4 Staff with specific responsibility**

This includes the senior leadership team, heads of departments and premises manager as designated by the Headteacher. They must:

- a) Apply the school's Health and Safety Policy to their department or area of responsibility and be responsible for the application of the health and safety procedures and arrangements in their areas of responsibility.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and report any issues to their line manager.
- c) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- d) Resolve health, safety and welfare problems that members of staff refer to them, and refer to their line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- e) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- f) Ensure the provision of sufficient information, instruction, training and supervision to enable employees and students to manage risks, avoid hazards and contribute positively to their health and safety.
- g) Ensure all accidents, incidents and near misses are recorded and investigated appropriately.

## **2.5 All Teaching staff**

Teachers must:

- a) Exercise adequate supervision of their students 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 students 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 premises without prior authorisation.
- g) Regularly check their classrooms for potential hazards and report any observed to their line manager.
- h) Report all accidents, defects and dangerous occurrences without delay.

## **2.6 Lead lunchtime member of staff**

The lead lunchtime member of staff is to be determined by the Headteacher and is responsible for the safe operation of the catering facilities and, working with the external caterer, must:

- a) Be familiar with the Health and Safety Policy and other associated policies.
- b) Prepare or receive risk assessments for all catering activities.
- c) Ensure that all kitchen staff are instructed and informed to work following policies, risk assessments, and procedures in place.
- d) Inform their line manager or school contact 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.

Ensure that non-catering staff do not use the catering facilities and equipment without authorisation.

## **2.7 Health and Safety Committee**

The school's Health and Safety Committee provides a forum for joint employer/employee discussions of Health and Safety matters. This Committee will meet termly. All employees are encouraged to bring health and safety concerns to this Committee either directly or through their safety representative

Safety Representatives, whether appointed by a recognised trade union or elected by the workforce, are automatically members of this Committee. Other membership will be determined by the Headteacher. It is a staff committee but other attendees including academy committee members may attend by invitation.

## **2.8 All staff**

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 a person delegated to be responsible for a relevant aspect of health and safety.
- c) Complete relevant Health and Safety training.
- d) Report all accidents and near misses as per the reporting procedure.
- e) Know and apply emergency procedures in respect of fire, first aid and other emergencies.
- f) Co-operate with others to enable them to carry out their health and safety responsibilities.
- g) Report potential hazards, immediately if there is any serious or imminent danger.
- h) Inform their Line Manager of any shortcomings they identify with regards to health and safety arrangements.
- i) Exercise good standards of housekeeping and cleanliness.
- j) Co-operate with any appointed/elected Safety Representative(s) 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.

## **2.9 Contractors and visitors**

All visitors (including contractors) must report to reception and sign in on arrival.

Visitors and contractors must report any injuries to their host as soon as possible.

When the premises are used for purposes not under the direction of Headteacher, e.g. the provision of school meals, then the principal person in charge of the activities will have responsibility for safe practices in the areas under their control as set out in the contract.

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

All contractors must be aware of relevant policies and emergency procedures and comply with these at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

## **2.10 Students**

Students, 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.
- d) Use and not wilfully misuse, neglect or interfere with health and safety equipment.

### 3. Conclusions

This Health and Safety policy reflects the Trust's serious intent to accept its responsibilities in all matters relating to Health and Safety. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

This policy is supported by other associated policies that explain how the school manages specific issues:

- Appendix 1 Procedures and arrangements
- Appendix 2 Driving
- Appendix 3 Accident reporting and investigation
- Appendix 4 Asbestos management
- Appendix 5 Fire safety management
- Appendix 6 Managing contractors

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education.

- HSE  
<https://www.hse.gov.uk/>
- HSE - Sensible health and safety management in schools  
<https://www.hse.gov.uk/services/education/sensible-leadership/index.htm>
- Department for Education - Health and safety: responsibilities and duties for schools  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>
- National Education Union (NEU) – Health and Safety Advice  
<https://neu.org.uk/health-and-safety-advice>
- Public Health England - The Spotty Book: Notes on infectious diseases in Schools and Nurseries
- Department for Education – Guidance on First Aid for Schools

#### Further Resources

- The Royal Society for the Prevention of Accidents (RoSPA) - Managing Safety In Schools and Colleges  
<https://www.rospace.com/rospaweb/docs/advice-services/school-college-safety/managing-safety-schools-colleges.pdf>