



HEALTH AND SAFETY POLICY

VERSION 1

04/12/2017

Health and Safety Policy

We believe this policy should be a working document that is fit for purpose, represents Waveney Valley Academies Trust ethos, enables consistency and quality across the Trust and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (Consultation with Employees) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Education (school Premises) Regulations 1999
- Management of Health and Safety at Work Regulations 1999
- Special Educational Needs and Disability Act 2001
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Regulatory Reform (Fire Safety) Order 2005
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Equality Act 2010
- Toys (Safety) Regulations 2011
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

We recognise our responsibilities under the above legislation to take all reasonable and practicable steps to:

- provide and maintain safe and healthy working conditions, equipment and systems of work for all our students, academy personnel and visitors to our buildings
- provide a safe, clean and hazard free working environment
- identify and reduce hazards to a minimum by making assessments of the risks to the health and safety of employees and others by looking at all operations, activities, jobs, tasks, people, systems, machines and equipment in place so that we are able to determine whether or not we comply with Health and Safety Law
- ensure everyone is aware of and understands their responsibilities but are aware that the maintenance of a healthy and safe academy is the shared responsibility of the whole school/trust community
- introduce health and safety arrangements, health surveillance and procedures
- provide health and safety information to academy personnel
- appoint competent persons to enforce and promote health and safety
- provide health and safety training, instruction and supervision for all academy personnel
- provide safe access and egress
- provide safe plant and equipment through regular maintenance and testing
- ensure safe use of materials and substances

- ensure that all predictable risks have been identified and risk assessed for all curriculum activities

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To provide and maintain safe and healthy working and learning conditions, equipment and systems of work for all our students, academy personnel and visitors to our academies.
- To have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to academy personnel and others.
- To ensure that all predictable risks have been identified and risk assessed for curriculum activities.
- To ensure that control measures have been put in place for all identified risks.
- To encourage everyone to take responsibility for their own health and safety and that of others.
- To provide and maintain equipment.
- To establish safe operating systems.
- To provide training and up dated information for all trust personnel.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

The **Trust Board** has responsibility for:

- ensuring there is a current health and safety policy in place for the Trust
- ensuring appropriate insurance policies are in place across the Trust
- delegating powers and responsibilities to the Audit, Compliance and Health & Safety Committee to oversee health & safety matters across the Trust.
- delegating powers and responsibilities to Headteachers to ensure all academy personnel and stakeholders are aware of and comply with this policy
- delegating powers and responsibilities to the Headteacher for overseeing health and safety throughout their academy
- ensuring compliance with local and national health and safety policies

The **Audit, Compliance and Health & Safety Committee** has responsibility for:

- ensuring effective monitoring is carried out to evaluate the health and safety performance of each academy by evaluation of relevant inspection reports
- ensuring the organisation and arrangements of each academy operates effectively

The **Headteacher** will:

- ensure funding is in place to support this policy, managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health
- establish a health and safety group including representatives from high risk areas within the academy (i.e. site, science, DT, PE, kitchen etc.)
- be responsible for the implementation of the Trust's Health and Safety policy and to develop a culture of safety throughout the academy
- ensure compliance with all relevant legislation connected to this policy
- be responsible for the day to day management of health and safety
- have in place risk assessments for all operations, activities, jobs, tasks, people, systems, machines and equipment that may pose a risk to academy personnel and others
- ensure that all stakeholders are aware of all risk assessments and safe systems of work
- ensure all equipment, apparatus, tools and machinery are serviced and maintained by suitably qualified contractors
- ensure medical and first aid procedures and facilities are in place
- ensure that all academy personnel fulfil their duties to co-operate with the policy
- report any accidents or dangerous occurrences
- investigate the causes of any accident, dangerous occurrence or near miss
- put into place a safe system to prevent any accident, dangerous occurrence or near miss happening again
- ensure that the emergency evacuation procedure is carried out every term
- have in place an emergency plan to cover any major incident
- have in place:
 - fire precautions and an emergency evacuation plan in the event of fire
 - procedures for first aid provision
 - procedures for the control of substances hazardous to health
 - an electrical maintenance plan including Portable Appliance Testing
 - procedures to deal with asbestos and Legionella
- have in place an Educational Visits Coordinator to ensure the health and safety of all educational visits
- ensure that new academy personnel will undertake appropriate induction training
- identify the training needs of academy personnel, students and other stakeholders
- ensure the health and safety coordinator attends regular training
- ensure that an annual health and safety audit is undertaken
- report health and safety matters to the Audit, Compliance and Health & Safety Committee

The **Senior Leadership Team** will:

- implement the academy Health and Safety policy and to assist in developing a culture of safety

- assist in the day to day management of health and safety
- work with the Headteacher to ensure all stakeholders are aware of and comply with this policy

The **Site Manager/Caretaker** will:

- comply with the Trust's Health and Safety Policy, safety procedures and risk assessments
- ensure daily inspections, repairs and an annual maintenance programme is in place for all equipment, apparatus, tools and machinery
- ensure all maintenance records are kept up to date and readily available for any health and safety inspections
- ensure all chemicals and hazardous substances are clearly recorded, labelled, stored and disposed under the correct COSHH guidelines
- ensure academy personnel attend induction and refresher training when appropriate
- ensure risk assessments are in place and kept up to date
- ensure the water system is well maintained in order to prevent Legionnaire's disease
- report immediately any defects or hazards
- ensure that all new equipment is supplied with the appropriate documentation
- test the fire alarm system each week
- ensure all reported incidents and highlighted concerns are dealt with immediately
- be responsible for supervising contractors on site
- report health and safety matters to the Headteacher

The **Health and Safety Group** will:

- meet termly to identify potential hazards, employee complaints, accidents and dangerous occurrences, reporting to the Audit, Compliance and Health & Safety Committee

Academy personnel will:

- carry out their duties in accordance with this policy
- attend appropriate training
- report accidents, incidents, defects, damage to equipment and safety hazards to the Health and Safety Group or the Headteacher
- follow safe work procedures
- ensure classrooms, equipment and work areas are safe before they are used
- ensure personal protective equipment is used when appropriate
- be familiar with the fire emergency evacuation procedures of the academy building
- use all machinery and equipment in accordance with information, training and instruction received
- without delay, make everyone aware of any situation where there are **serious and immediate** health and safety risks
- teach students about hazards, risks and control in lessons so that risk awareness forms an integral part of their learning and development across all curriculum areas
- implement the academy's Equalities Policy and schemes

The **Educational Visits Coordinator** will:

- ensure all educational visits comply with all current legislation and procedures
- ensure risk assessments are in place for all educational visits.

Students are expected to:

- follow the safety rules of the academy and in particular the instructions of staff given in an emergency
- use and not willfully misuse, neglect or interfere with things provided for their safety
- exercise personal responsibility for the safety of themselves and others
- observe standards of dress consistent with safety and or / or hygiene
- treat others, their work and equipment with respect

Parents are expected to:

- support the academy in any health and safety matters

Visitors and contractors are expected to:

- take reasonable care of themselves and others while on the academy premises
- co-operate with the safety rules and procedures of the academy
- ensure compliance with risk management when working on the premises
- report defects, damage to equipment, accidents and incidents to a member of academy personnel

Risk Assessments / Safe Operating Systems

- Risk Assessment is the key factor in relation to Health and Safety.
- The level of risk will be assessed and a decision made to determine whether it is acceptable. Measures will be introduced to minimise or eliminate the risk.
- We are aware that we may need specialist advice to assess some risks.
- All of us have a legal responsibility for the safety of our colleagues.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality within this trust.

Approval Date	04/12/2017	Review Date	03/12/2018
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