



HEALTH AND SAFETY POLICY

Member Academies:

Beamont Collegiate Academy
Bridgewater High School
Great Sankey Primary School
Penketh High School
Penketh South Primary School
Priestley College
Sir Thomas Boteler Church of England High School

Approved by:

Finance, HR and Operations
Committee

Date: 7TH February 2018

Last reviewed on:

7th February 2018

Next review due by:

February 2019

STATEMENT OF INTENT

The Challenge Academy Trust is committed to ensuring, so far as is reasonably practicable, that all activities are carried out with the highest regard for the health, safety and welfare of all its employees, students and of any others who may be affected by our undertakings.

Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health.

The Trust recognises its duties under the Health & Safety at Work Act 1974 and the Regulations made under that Act. The Trust will comply with this legislation and accepts its responsibilities for the health, safety and welfare at work of all its employees.

The Trust believes that ensuring the health and safety of staff, students and visitors is essential to the success of the Trust and its member academies.

The Trust will ensure that Health and Safety Management Systems are put in place across the Trust to ensure the commitments below can be met. All Trustees, Local Governing Bodies, staff and pupils will play their part in its implementation.

The Trust is committed to:

- a) Providing a safe and healthy working and learning environment
- b) Preventing accidents and work related ill health as far as is reasonably practicable
- c) Assessing and controlling risks from curriculum and non-curriculum work activities
- d) Complying with statutory requirements as a minimum
- e) Ensuring safe working methods and providing safe equipment
- f) Providing effective information, instruction and training
- g) Monitoring and reviewing systems to make sure they are effective
- h) Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- i) Setting targets and objectives to develop a culture of continuous improvement
- j) Ensuring adequate welfare facilities exist at the College
- k) Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

Signed:

(Chief Executive Officer)

Signed:.....

(Chair of Trust Board)

ORGANISATION of HEALTH AND SAFETY

The overall responsibility for Health and Safety in The Challenge Academy Trust is that of the Trust Board.

The day-to-day responsibility for ensuring that this Policy is implemented is delegated to the Central Executive Team and to the Principal/Headteacher of each academy. Each Academy has its own Health and Safety Policy which ensures that the principles in this document are implemented within each school. Local Governing Bodies are responsible for monitoring and quality assuring health and safety systems in each academy.

The Trust Board

The Trust Board has responsibility to ensure that across the Trust:

- A clear written policy statement is developed, promoting the correct attitude/behaviours to support a positive safety culture within the Trust.
- Responsibilities for health, safety and welfare are allocated to individuals and that those individuals are informed of their responsibilities.
- Individuals have sufficient experience, knowledge and training to perform the tasks required of them.
- Procedures are developed which comply with legislative requirements, identify hazards, and assess the risk that staff and students may be exposed to.
- Suitable control measures to control risks are implemented.
- Suitable resources are allocated to develop and implement safe systems of work.
- Health and safety performance of the Trust is monitored.
- The Health and Safety Policy and performance is reviewed annually.

The Central Executive Team

The Central Executive Team has responsibility to ensure that:

- The Trust policy is distributed and accessible to all employees and are familiar with their roles and responsibilities within the Health, Safety and Welfare Policy
- A robust health and safety management framework through the integration of risk assessment, safe systems of work, standard operating procedures, guidance notes and legislative compliance is established and maintained
- All employees, contractors, commissioners and commissioned services are aware of their roles and responsibilities in relation to health, safety and welfare and of the procedures and practices they are expected to follow
- Health and safety is a standing item on management meetings to monitor compliance / address issues arising.
- The effectiveness of the Policy and action plans to remedy any areas for improvement / non-compliance are monitored
- Adequate resources are available for the effective implementation of the policy including the appointment of and access to the Trust Health and Safety Advisor

The Local Governing Body

The Local Governing Body has responsibility at an academy level to ensure:

- Information on statutory requirements and best practice with regards to health and safety policy and supporting documents are taken in to account through liaison with the Principal and the Trust's nominated Health and Safety Advisory Service.
- A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually

Principal

The Principal is responsible for the day-to-day management of the College and shall be responsible for:

- Showing commitment to the Governing Body's Statement of Intent.
- Promoting and implementing the Health and Safety Policy
- Ensuring that the Policy is communicated to all relevant persons.
- Ensuring appropriate information on significant risks is given to staff, students, visitors and contractors.
- Ensuring appropriate consultation arrangements are in place for staff, students and their trade union representatives.
- Providing sufficient resources to enable staff and students to comply with the Health and Safety Policy.
- Reporting on Health and Safety matters to the Governing Body
- Disciplinary action is taken in accordance with approved procedures against any employees who do not comply with agreed safety procedures in accordance with the Health and Safety at Work Act etc. and any statutory provisions.

Health and Safety Coordinator/ SLT with responsibility for Health and Safety

The Health and Safety Coordinator/ SLT with responsibility for Health and Safety is responsible for:

- Make or arrange for risk assessments of the premises and working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.
- Ensure that emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Advise the Principal of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- Ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Manage the investigation of any accident which occur within the school.
- Ensure arrangements are in place to monitor premises and performance.

- Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- Carry out any other functions devolved to them by the Principal or Governing Body.

Teaching/ Support Staff Holding Positions of Special Responsibility

This includes Headteachers, Deputy Headteachers, Assistant Deputy Headteachers, Heads of Faculty, Heads of Departments, Clerical Managers/Supervisors, Premises/ Facilities Manager. They have the following responsibilities:

- Apply the school's Health and Safety Policy or relevant national Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Health and Safety Coordinator any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Contribute to the investigation of any accidents that occur within their area of responsibility.

Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to pupils when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Principal or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, near misses, defects and dangerous occurrences in accordance with the school's reporting procedure.

Academy Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Principal or Governing Body.

All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with current incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Ask for advice and guidance on and health and safety or welfare matters when in any doubt or difficulty.
- To make constructive suggestions on health, safety and welfare matters and assist in eliminating hazards.
- Exercise good standards of housekeeping and cleanliness and store equipment and materials in a safe and orderly manner.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

Pupils/ Students

- Pupils, allowing for their age and aptitude, are expected to:
- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

ARRANGEMENTS

Each Academy must put in place and publish within their local Health and Safety policy/ guidance documents specific arrangements to cover areas applicable to them such as

- risk assessment
- consultation with employees
- safe plant and equipment
- safe handling and use of substances
- information, instruction and supervision
- manual handling
- accidents, first aid and work related ill health
- monitoring
- emergency procedures – fire and evacuation
- visitors and contractors on site
- premises
- educational visits / extra curricular activities
- movement of vehicles
- security
- medical matters
- occupational health services and stress
- external groups/activities
- Personal Protective Equipment
- Violence, behaviour, bullying and harassment
- Health and Safety in the curriculum
- office safety and DSE usage
- policy and procedure
- smoking arrangements
- working at height
- lone working
- staff working off site

This list is not exhaustive and should be amended to suite each academy in accordance to their circumstances.