

# HEALTH AND SAFETY POLICY

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## **1.0 Trust Health and Safety Policy Statements**

### **1.1 Trust Policy Statement**

The following statement sets out the health and safety objectives for School Partnership Trust Academies (SPTA) with the aim of ensuring best practice in the management of health and safety.

#### **SCHOOL PARTNERSHIP TRUST ACADEMIES**

- Will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Will take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities as an employer and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all employees and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.
- Will set out full details of the organisation and arrangements for the management of health and safety in the Trust, in separate documents.

Sir Paul Edwards

Chief Executive

## 1.2 Academy Policy Statement of Health and Safety

The following statement sets out the health and safety objectives for The South Leeds Academy with the aim of ensuring best practice in the management of health and safety.

### **The South Leeds Academy**

- Will take all reasonable steps to provide safe and healthy conditions for pupils, staff and others who may be affected by its activities.
- Will implement the SPTA Health and Safety arrangements within the Academy.
- Will take steps to ensure compliance with all relevant health and safety legislation.
- Accepts its responsibilities with regard to health and safety and will provide adequate resources to implement this policy including access to support from health and safety competent persons. Where necessary external specialist advice and assistance will be obtained.
- Accepts that health, safety and welfare are an integral part of all its activities and will take steps to manage these effectively.
- Expects all staff and pupils to co-operate in complying with all legal obligations and to take reasonable care of their own health and safety and have regard for the health and safety of others.
- Is committed to providing the necessary information, instruction and training to all employees and pupils where applicable.
- Acknowledges and actively supports the role and responsibilities of employee representatives and will give full co-operation to elected Safety Representatives of recognised Trade Unions to enable them to carry out their duties effectively.
- Is committed to regular evaluation and review of its Health and Safety Policy to ensure its objectives are met and, as necessary, to modifying the Policy in light of new legislation and other changing circumstances.
- Will set out full details of the organisation and arrangements for the management of health and safety in the school, in separate documents.

Principal

## **2.0 Responsibilities**

### **2.1 Chief Executive**

The Chief Executive has a legal responsibility, for ensuring that the SPTA complies with all relevant health and safety legislation and, in particular, for:

- ensuring that the Trust has a general policy on the management of health and safety and that this policy is communicated to all employees;
- ensuring that appropriate systems and procedures are in place to secure effective implementation of that policy;
- ensuring adequate financial resources are made available to deal with health, safety and welfare requirements;
- ensuring effective monitoring systems are in place and are systematically applied;
- reporting on health safety and welfare matters, as part of the annual review, to the Trust.

The Chief Executive also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the SPTA; in exceptional circumstances, this may include summarily closing down (in whole or in part) particular SPTA buildings, sites, operations or activities.

On a day-to-day basis the Principal and Academy Leadership Teams act on behalf of the Chief Executive in discharging the responsibilities for management of Health and Safety.

### **2.2 Directors**

The Directors are responsible for ensuring that the Chief Executive is discharging his duties as the person with overall responsibility for Health and Safety. They are responsible for monitoring that the CEO is running the Trust to ensure compliance with health and safety legislation. The Board of Directors will receive periodic updates on the performance of the Trust on Health and Safety, in particular, Directors are responsible for:

- Fostering a safety/risk aware culture, in which health and safety related issues are seen as essential and integral parts of the board's activity, so ensuring effective governance on health and safety issues;
- Developing strong and active leadership from the top;
- Visible, active commitment from the board;
- Ensuring that the Trust establishes effective 'downward' communication systems and management structures;
- Integration of good health and safety management with business decisions;
- Setting up of Committees to support Health and Safety where appropriate;
- Ensuring Health and Safety is adequately resourced;
- Nominating a Health and Safety champion on the board;

Delegating the day-to-day management of health and safety issues to various 'competent persons' does not remove any responsibility from the SPTA Directors.

### **2.3 Education Advisory Bodies (EAB)**

The Education Advisory Body has responsibility for ensuring that the SPTA Health and Safety Policy is understood and accepted and approved for use within the Academy and that arrangements are in place for the Academy to implement it.

### **2.4 Principal**

The Principal is ultimately responsible for Health and Safety at their respective Academy, and is responsible for securing the full implementation of the Academy Health and Safety policy. In particular, they will:

- be responsible for all aspects of health, safety and welfare as it affects the curriculum and student learning;
- ensure that off-site and residential procedures are communicated to staff and are also up-to-date in terms of legislative and insurance requirements;
- identify health, safety and learning issues affecting the learning situation and implement improvements appropriately;
- ensure that support staff are appropriately trained to fulfil their responsibilities under health and safety legislation and academy health and safety policy;
- ensure a safe and healthy environment for staff, students and visitors;
- ensure that all works carried out within the Academy comply with current health, safety and environmental regulations;
- ensure the keeping and updating of all the academy's Health and Safety Policies;
- ensure all contractual work and maintenance carried out on the Campus is co-ordinated and that procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment or alteration schemes;
- ensure the people with delegated responsibility for the day-to-day responses to the Health and Safety Policy and matters such as injuries, accidents, fires and other emergencies shall:
  - interpret and make recommendations for corrective action from injury and property damage
  - ensure all staff have a health and safety induction, and appropriate additional training and instruction
  - ensure that relevant actions resulting from workplace inspections, spot checks, and data for risk assessments are resolved satisfactorily
  - stop and prevent any practices thought to constitute imminent or potential danger
  - ensure that the fire alarm system is tested regularly and records are kept
  - ensure that the requirements of the Equalities Act 2010 are met in terms of health, safety and welfare

### **2.5 Academy Leadership Team**

In direct support of the Principal, the Academy Leadership Team is responsible for:-

- ensuring that the Academy's general policy on the management of health and safety is communicated to all staff;
- ensuring that appropriate systems and procedures of the policy are effectively implemented;
- ensuring adequate financial resources are made available to deal with health, safety and welfare requirements;
- ensuring effective monitoring systems are in place and are systematically applied;
- reporting on health safety and welfare matters, as part of the annual review, to the Education Advisory Body and the SPTA.

## 2.6 Curriculum Leaders

The general responsibilities of Curriculum Leaders mirror those outlined for the Principal in the above section. The health and safety requirements outlined above may be exercised at the level of individual departments, albeit that the Principal remains ultimately responsible. Other responsibilities include:

- complying with all relevant legislation particularly that contained in the Management of Health and Safety at Work Regulations 1999;
- implementing the Academy's Health and Safety Policy and procedures within their departments and work areas;
- assisting their Principal in establishing and maintaining an effective policy for health and safety at work within their area;
- as part of a risk aware / safety culture, ensuring that regular staff team meetings include Risks and Issues as a standing agenda item; all risks / health and safety issues raised to be recorded in the meeting minutes;
- recording all risks on the departmental risk register;
- ensuring that all significant hazards are reported to the Health and Safety Coordinator;
- ensuring that accident / incident reports are completed for all accidents / incidents within their area/s of responsibility in accordance with SPTA policy, and promptly sending the reports to the Health and Safety Coordinator.

## 2.7 Health and Safety Coordinator

The Academy Principal will appoint a Health and Safety Coordinator to assist them with their duties in the implementation of the Health and Safety policy. The Health and Safety Coordinator will act as a focal point for Health and Safety at the Academy. The Health and Safety Coordinator at each Academy will ensure:

- that the Academy's health and safety policies / procedures are reviewed regularly, remain appropriate and fit for purpose, and comply with legislative requirements. This will be done with assistance from the SPTA Health and Safety Consultant;
- that implementation of the SPTA's and Academies procedures, arrangements, and risk assessments are appropriately and regularly monitored and evaluated via auditing and inspections;
- that appropriate training is provided to members of the Academy staff, who have significant responsibilities in the management of health and safety;
- in regard to all areas of activity, maintaining contact and co-operation with outside bodies on matters concerning safety, security and fire protection; for example with the Health and Safety Executive, the Fire Authority, Police, Environmental Health, and the Environment Agency;
- that the Academy Leadership Team is advised on the development and implications of new health and safety legislation, with advice and support from the SPTA Health and Safety Consultant;
- that periodic and annual reports on health and safety matters are prepared, as required by the SPTA policy and external stakeholders for consideration / action by Academy Leadership Team / Education Advisory Body;
- generally providing support on health and safety matters to the academy both proactively and reactively.

## **2.8 Teaching Staff**

- Ensuring that the work of the academy is carried out in accordance with the SPTA Health and Safety Policy and procedures
- Cooperating with Management in complying with relevant Health and Safety provisions
- Ensuring the safety of pupils whilst they are in their charge, whether in or outside the academy
- Ensuring that clear safety instructions and warnings are given
- Ensuring that adequate training and supervision is provided to pupils within their care; Personally following safe working procedures and observing academy and other safety regulations
- Ensuring that the Management of Health and Safety at Work and any other relevant regulations are adhered to
- Ensuring that risk assessments (and other safety documentation) are completed for all activities within their area – on and off site
- Reporting accidents and incidents immediately using the SPTA/academy report form and according to SPTA policy
- Ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- Initiating Academy first aid procedures as appropriate
- When working in premises other than those under academy supervision, comply with the health and safety arrangements for that site

## **2.9 Technicians / Administrative Staff / Non-teaching Staff**

- Ensuring that the work of the Academy is carried out in accordance with the Academy Health and Safety Policy and procedures
- Personally following safe working procedures and observing Academy and other safety regulations
- Ensuring that they take the necessary safety precautions in the use of all equipment, premises, and materials
- Reporting accidents and incidents immediately using the SPTA/Academy report form and according to Academy policy
- Ensuring that in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- Reporting defects to an immediate line manager
- Keeping movement channels clear of obstruction
- Using assigned areas for car, motor or pedal cycles
- Observing no-smoking rules
- Obeying fire action instructions immediately on hearing the alarm
- Keeping fire doors closed and clear of obstructions
- When working in premises other than those under academy supervision, comply with the health and safety arrangements for that site

## **2.10 Pupils**

All pupils will be responsible for:

- Complying with academy rules and procedures
- Taking reasonable care of themselves and others
- Cooperating with their teachers and other academy staff



- Using equipment and substances in the manner in which they are instructed
- Not misusing anything provided for the purposes of Health and Safety
- Reporting anything they believe to be hazardous or dangerous to their teacher/form tutor/Principal

### 2.11 Competent Person

The SPTA has engaged competent persons for advising the SPTA and Principals and their nominated Health and Safety Coordinators on Health and Safety. The competent person is responsible for providing advice on Health and Safety to academies and the SPTA in general.

### 3.0 Arrangements

**The following arrangements are detailed in separate policies and/or procedures that are available from SPTA:**

- Health and Safety Management System (HS02)
- Risk Assessment (HS03)
- Accident reporting and Investigation and First Aid (HS04)
- Fire Safety (HS05)
- COSHH and DSEAR (HS06)
- Ionising Radiation (HS07)
- Work at Height /Safe Use of Ladders, step ladders and trestles (HS08)
- Asbestos (HS09)
- Display Screen Equipment (HS10)
- Electricity Safety (HS11)

**Arrangements are available from the SPTA H&S consultant for the following:**

Building contract works/ Contractors  
Educational Visits  
Glazing  
Health and Safety in Design and Technology workshops, textiles and food technology  
Health and Safety in Science  
Jewellery and other personal effects  
Liquefied Petroleum gas and other temporary heating  
Lifting equipment  
Lone and Isolated working  
Manual handling  
Medication  
Legionella  
New and expectant mothers  
Noise  
Occupational Health  
Personal Protective Equipment  
Play Areas  
Purchasing Equipment  
Safe Practice in Physical Education

Security and Personal Safety  
School Premises Safety  
Stage Equipment  
Stress at Work  
Substances  
Swimming Pool Safety and Water Treatment  
Training and Training records  
Work Equipment  
Work Experience and Young Person Safety  
Work Related violence