



# **Health and Safety Policy**

**September 2016**



**Sidney Stringer**  
**Multi Academy Trust**



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## Introduction

The Sidney Stringer Multi Academy Trust Health and Safety Policy Document, September 2016 details the statement, organisation, structures and monitoring systems which must be in place at Sidney Stringer Multi Academy Trust. The Health and Safety Policy is central to an understanding that health and safety must feature prominently in all aspects of the operation of the academy in order to ensure compliance with the Health and Safety at Work Act 1974.

In addition, Ofsted requirements mean specific policy statements must be held by schools and other establishments.

This policy relates to Sidney Stringer Academy and will ensure compliance with Health and Safety Legislation, approved codes of practice and guidance and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are five parts to this Policy:-

1	<b>Statement</b> Declaration of intent by the Chair of Board / Executive Principal on behalf of Sidney Stringer Multi Academy Trust.
2	<b>Organisation</b> The management structure and defining roles and responsibilities within Sidney Stringer Multi Academy Trust.
3	<b>Arrangements</b> The procedures and systems necessary for implementing the Policy.
4	<b>Monitoring</b> The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance.
5	<b>Appendices</b> Associated documents, procedures and risk assessments detailing the arrangements required within Sidney Stringer Multi Academy Trust.



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## Statement

Good health and safety management will be an integral part of the operation for Sidney Stringer Multi Academy Trust (MAT), the Governing Body, Academy Principal, employees, partners and all other people with whom we do business.

This academy will ensure compliance with minimum legal standards/approved codes of practice. Wherever possible and where statutory standards and requirements are not in place Sidney Stringer MAT will meet best practice standards.

It is furthermore the policy of Sidney Stringer MAT to ensure that:-

- all plant, equipment and premises meets appropriate safety standards;
- appropriate health and safety training is in place for all staff;
- a high concern for health and safety among all employees is encouraged through a consultative process by establishing a site safety committee, involving trade unions or employee safety representatives, as appropriate;
- information and advice is provided to maintain safe working practices.

Sidney Stringer MAT will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Signed

Principal

Chair of Governors

Date:

Date:



## **Organisation**

### **Roles and Responsibilities**

Sidney Stringer MAT will adopt health and safety arrangements in line with statutory requirements.

### **General**

The Health and Safety at Work etc. Act 1974 and subsequent health and safety legislation states that all employees have health and safety responsibilities when at work.

**Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.**

### **Board of Directors / Governors**

The Education Reform Act 1996 has given school governors important powers and duties in controlling school premises and management of schools, including health and safety responsibilities towards staff, pupils, service users, contractors and visitors.

### **This establishment is an academy.**

In academies, the governing bodies or board of directors employ the teachers and non-teaching staff and are responsible for school buildings. Therefore they have duties and responsibilities as the employer as stated in the Health and Safety at Work etc. Act 1974 and as previously stated in this policy.

The board of directors of Sidney Stringer MAT is responsible for the following:-

- a) the production of an Academy Health and Safety Policy, to be reviewed as required;
- b) ensuring that the requirements of health and safety legislation are met and to promote best practice;
- c) ensuring that the academy budget is managed on a risk priority basis, so that health, safety and welfare is maintained;



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- d) ensuring that effective health and safety planning and target setting takes place within the academy and that regular monitoring, audit and review of health and safety performance is undertaken;
  - e) ensuring that the health and safety functions and duties of staff are discharged in line with this policy;
  - f) ensuring that staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
  - g) ensuring effective communication with the Academy Principal, staff, parents and pupils in respect of health and safety matters;
  - h) ensuring that the governing body and Academy Principal recognise and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers, etc) and the means of effectively liaising with them;
  - i) ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, this governing body will delegate the functions necessary to discharge these responsibilities to the Academy Principal and Academy Leadership team; however, they will ensure that they have adequate monitoring of these functions in place.

### **Principal**

The MAT Directors place responsibility on the Academy Principals to achieve the objectives of the health and safety policy. The Academy Principal will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Principals and Teachers have a common law duty of care for pupils which stems from their position in law “in loco parentis”.

The Academy Business Managers will in practice have operational responsibility for health and safety in the Academy. However, these are delegated duties and do not remove the overall responsibility placed on the Academy Principal.

The Principals of the Academies in Sidney Stringer MAT will:-

- a) manage the Academy budget on a risk priority basis, so that health, safety and welfare are maintained;



- b) provide an effective risk assessment process to:
- eliminate accident potential as far as is reasonably possible;
  - regularly review and update risk assessments as appropriate, including post accident risk assessment;
  - conform to statutory regulations, codes of practice and guidance and to best practice;
  - take account of individual personal requirements, such as disabled people, individuals with poor literacy and those who use another language;
  - pay particular regard to pupils, service users, visitors and contractors, who will be unaware of dangers and risks
- c) ensure that accident, assaults, near miss incidents and ill health conditions are investigated and reported according to academy procedures as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent a recurrence.
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance as part of a continuous review process;



- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users of the academy can be effectively dealt with;
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- l) ensure that the MAT Directors are informed of any breach of health and safety statutory requirements, which cannot be effectively dealt with;
- m) ensure a fire risk assessment is in place for the premises, fire evacuation drills are conducted, fire fighting equipment is made available, fire alarms tested with required frequency and that all employees are aware of the emergency procedure;
- n) ensure that facilities are provided for means of escape and are readily available for use and that employees are familiar with their operation;
- o) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- p) ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with approved codes of practice and guidance. Ensure that appropriate measures of competence are in place when selecting contractors and provide information so that they understand requirements for performance standards;
- q) ensure that approved items of first aid provided are readily available for use, under the control of a responsible person or trained first aider and that employees are aware of their location;
- r) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- s) ensure that this policy is communicated to all employees, governors and others operating at the academy.





**Academy Leadership Team**

The Academy Leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Academy Principal. Specifically, Business Manager, Vice and Assistant Principals and any other member of staff with supervisory responsibilities will:-

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required.
- b) ensure that health and safety is considered in routine meetings with staff;
- c) identify any employee health and safety training needs and ensure that these are communicated to the Academy Principal;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of violence at work and near misses are immediately reported to Academy Principal;
- g) ensure that the Academy Principal is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that areas of work are maintained to a high standard of housekeeping;
- k) ensure that all means of escape and associated equipment, e.g. fire doors, fire alarms etc... in their areas are at all times maintained free of obstructions and that escape doors can be readily opened from the inside in an emergency (it is



- recognised that that security must be balanced with means of escape) need to be in place for normal operation);
- l) respond appropriately to all hazards brought to their attention by employees;
  - m) undertake appropriate health and safety training courses.
  - n) ensure statutory maintenance and inspection of facilities and equipment is undertaken.

### **Employees**

All employees at Sidney Stringer MAT will take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a duty to:

- take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- correctly use work items or anything provided in the interests of health and safety;
- not interfere or misuse anything provided for their health, safety or welfare;
- provide specialist or professional knowledge required to inform risk assessments in their area;

Employees at Sidney Stringer MAT will:-

- Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;



- Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- Be sensibly and safely dressed for their particular working conditions;
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- Use all safety equipment and protective clothing provided;
- Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- Maintain tools and equipment in good condition, reporting all defects to supervision;
- Report to supervision all accidents, assaults, work-related ill-health and near misses;
- Attend appropriate health and safety training courses;
- Have knowledge of all processes, materials and substances they use;
- Be familiar with the Academies fire evacuation procedures and the location of fire safety equipment;
- Understand the risk assessments in their areas and comply with the control measures arising from them.



## **Arrangements**

The following arrangements will be adopted to ensure that Governors and the Principal fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the academy.

### **Setting Health and Safety Objectives**

The Directors and the Principal will specifically review progress of health and safety objectives at the Board of Directors meeting each term. This may be included as part of the Principals report to governors. Where necessary health and safety improvements will be identified and included within the academy action plan.

### **Provision of an effective Health and Safety Training Strategy/Plan**

The Principal will produce a health and safety training plan on an annual basis. The training plan will be submitted to Directors for approval.

### **Provision of and effective Joint Consultative Process**

The site health and safety committee will meet at least once per term. This committee will report to the Principal and Directors, who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

### **Specialist Advice and Support**

Specialist advice and support will be obtained from an appointed competent person, as required under the Management of Health and Safety at Work Regulations 1999. Where necessary, issues will be escalated to the Academy Health and Safety Committee or to an appropriate Principal's forum.

### **Establishing Adequate Health and Safety Communication Channels**

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:-

- line management meetings and staff meetings at site;
- the site health and safety committee;
- provision of information relating to safe systems of work and risk assessments;
- communication of advice from Schools Advisors and Educational Officers;
- communication of information from approved codes of practice and health and safety guidance;
- communications with relevant specialist advisors/competent persons and bodies.



Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

**Financial resources**

The Directors will review the Sidney Stringer MAT budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

**Other arrangements**

Specific site arrangements can be found, or may be referenced, in the appendices to this document. The appendices detail specific academy arrangements/procedures, where other policies, which include elements of health and safety are in place, they are referred to within the appendix.

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Accidents, Incidents, Work Related Ill Health and Assaults	6
Fire Risk Assessment and Emergency Procedures	7
First Aid Risk Assessment and Procedures	8
Risk Assessments for all staff activities	9
Risk Assessments for all curriculum activities	10
Manual Handling Risk Assessments	11
Risk Assessments for Education Visits	12
Violence at Work and Lone Working Risk Assessments and Procedures	13
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Equipment and Plant Maintenance and Inspection	15
Electrical Equipment and Installations	16
Site Inspections	17
Local Asbestos Management Plan	18
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Selecting and Controlling Contractors	20
Control of Substances Hazardous to Health (COSHH)	21
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## **Monitoring**

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Directors on a three yearly cycle, or as required.

## **Health and Safety Action Plan and Objectives**

The Board of Directors will ensure that all health and safety objectives and actions are carried out in a timely manner.

## **Accidents/Incidents**

The Academy Principal will ensure that accidents and incidents are reported and monitored in line with the Academy procedures. Where accidents are serious, repeated or attributable to failures of management, these will be brought to the attention of the appointed health and safety specialist for further advice. Appropriate remedial actions will be taken.

## **Third Party Monitoring/ Inspection**

The academy will be subject to third party inspection and monitoring, as follows:-

- Ofsted
- Department for Education

Actions arising from third party audit/inspection will be incorporated within the academy action plan with appropriate target dates for completion.