

## **SAET – Health & Safety Policy**

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## **1. Statement of Intent**

The Severn Academies Educational Trust (SAET) Board and Chief Executive Officer (CEO) believe that ensuring the health and safety of staff, students and visitors is essential to the success of all its academies. We recognise our responsibility under the Health and Safety at Work etc. Act (1974) as far as is reasonably practicable, to:

- provide safe systems of work, plant and equipment
- provide for the safe use, handling, storage and transport of articles and substance
- provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely
- provide a safe place of work with safe means of access and egress for all persons using the premises
- provide a safe and healthy learning and working environment with adequate welfare arrangements
- provide for the health and safety of persons not employed by the school, but who may be affected by its activities
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty
- require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others
- comply with statutory requirements as a minimum
- assess and control risks from curriculum and non-curriculum work activities
- monitor and review our systems and prevention measures to ensure they are effective
- ensure adequate resources are made available for health and safety issues, so far as is reasonably practicable

No individual member of staff shall be required to undertake specific responsibility for any health and safety function without prior consultation; however, staff are expected to work within the act and prioritise the safety of students, staff and visitors.

The Board recognise and undertake to comply with requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down by HSE and ROSPA.

The Board recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult with such persons as may be necessary.

The Board recognise the need to ensure that sufficient funds are reserved for the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

The Board recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under;

- The Management of Health and Safety at Work Regulations 2006;
- The Control of Substances Hazardous to Health (COSHH) Regulations 2004;
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998 and
- The Display Screen Equipment Regulations 1992.

## **2. Introduction**

In order to achieve compliance with the Statement of Intent SAET and the Academy leadership team will have additional responsibilities assigned to them as detailed in this part of the policy.

## **3. Organisation - General**

### **3.1 The Severn Academies Educational Trust (SAET) Board**

The SAET Board has the responsibility:

- to accept its collective role in providing Health and Safety leadership
- to ensure all relevant Board decisions reflect its Health and Safety intentions as articulated in the Statement of Intent
- to ensure a clear written policy statement is created which promotes the correct attitude towards safety in staff, students, visitors and contractors.
- to ensure responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities
- to ensure that persons have sufficient experience, knowledge and training to perform the tasks required of them
- to ensure clear procedures are created which assess the risk from hazards and produce safe systems of work
- to ensure that all academies are adequately funded to meet their statutory health and safety obligations
- to receive a consolidated annual report on risk management issues, significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- to review the SAET Health and Safety Policy regularly

### **3.2 SAET Core Team**

The SAET Core Team has the responsibility:

- to provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered throughout the network
- to ensure all relevant network decisions reflect the SAET Board's Health and Safety intentions as articulated in the Statement of Intent
- to ensure that the necessary advice, resources and support are available to academy Principal including legislation updates
- to receive termly summary reports from Principals/Headteachers on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- To receive a consolidated annual report from Principals/Headteachers on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution

- To present a consolidated network report annually to the SAET Board on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution
- To present an annual review of the Health and Safety Policy to the SAET Board

### **3.3 The Academy Local Governing Body (LGB)**

A Governor may be appointed to maintain, on behalf of the LGB, oversight of the management of Health, Safety and Welfare of staff and other persons on Academy premises

The Local Governing Board has the responsibility:

- to accept its collective role in providing Health and Safety leadership, explain expectations and how the organisation and procedures will deliver them at the academy
- to ensure all relevant LGB decisions reflect the SAET Health and Safety intentions as articulated in the Policy statement
- to receive copies of regular Health and Safety Audit (at least annually)
- to receive reports from Principal/Headteacher of significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- to be informed by the Principal/Headteacher or SAET Director of Operations of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- to review the Academy's Health and Safety Policy annually and advise the Principal/Headteacher and SAET CEO / Director of Operations and SAET Board of any necessary changes
- for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the school.
- for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015.

**The Governing Body**, through the Academy Principal/Headteacher, is responsible for:

- ensuring that the academy's safety policy is implemented, monitored and regularly reviewed and revised as necessary
- ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility
- monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary
- the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

- the adoption of safe working practices by staff and pupils, and by contractors on site.
- acting to deal with potential hazards to health and safety, liaising where appropriate with representatives and contracting organisations.

### **3.4 The Principal/Headteacher (in all Academies)** is responsible for:

- to ensure all relevant Academy decisions reflect the SAET Board's Health and Safety intentions as articulated in the Statement of Intent
- to provide Health and Safety leadership, explain expectations and determine how the organisation and procedures will be delivered at their academy
- to ensure suitable instruction, training and information is available to staff within their academy
- advising the Local Governing Body / Director of Operations / CEO of the need to review the school safety policy and to review the Academy's Health and Safety Policy annually of the school safety policy
- the day to day responsibility for health and safety in the school and the implementation of the school safety policy
- ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2004.
- ensuring that an annual safety audit is carried out
- ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with
- emergency procedures, including evacuation in case of fire or bomb threats
- ensuring (with the Business Manager) that adequate provision is made for the administration of First Aid.
- ensuring that all new material on health and safety matters, supplied by the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses
- to consult with staff in accordance with the Health and Safety (Consultation with Employee) Regulations 1996
- notifying the Director of Operations of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.
- notifying the Director of Operations of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.
- to receive reports from the Director of Operations/Staff of risk management issues, significant failures and outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues
- to present termly summary reports to the Director of Operations on significant health and safety issues, outcomes of investigations (e.g. accidents, near misses), completed actions to resolve previous issues
- to present an annual report to the Director of Operations on health and safety statistics, risk management issues, any other significant health and safety issues together with an action plan for their resolution

### **3.5 SAET Health and Safety Adviser** is responsible for:

- carrying out a full inspection of the Academy, annually, and submit a full written report, prioritising the issues identified
- reviewing written procedures (audit)
- providing SAET and Academies with up-to-date health and safety information

The Adviser will if requested:

- provide in-service training
- carry out risk assessments
- review and advise on safe systems of work
- help draft and advise on policy
- review policy
- arbitrate on health and safety matters

## **4. Organisation - Academy Specific**

Responsibility for Management of Health and Safety at SAET Academy

### **4.1 Role of the Principal**

- to manage the Health, Safety and Welfare of staff and other persons on individual academy premises with day to day management delegated to the Business Manager
- to reinforce the SAET Boards Health and Safety intentions as articulated in the Statement of Intent
- to be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- to encourage the staff's active participation in improving Health and Safety
- to consult with staff on the Health and Safety management system of the Academy
- to inform SAET of relevant Health and Safety risk management issues, significant failures, outcomes of investigations outside formal meetings as considered appropriate
- to provide a termly report to the SAET Board on significant failures, outcomes of investigations (e.g. accidents, near misses), statistics and other health and safety issues

### **4.2 Role of the Business Manager (or equivalent)**

- to manage the Health, Safety and Welfare of staff and other persons on individual academy premises as directed by the Principal
- to act on behalf of the Principal on all Health, Safety and Welfare issues in relation to external bodies and agencies - HSE, Fire Brigade, Local Authority, Insurance Risk Manager, etc.
- to be responsible for organising the Health and Safety Team
- to liaise with the independent Health and Safety Adviser
- to arrange whole Academy H&S training, including Induction training and specific training for specialist staff

- to arrange Health and Safety Audits and Inspections as laid down in this Policy and produce a written report for the Principal/Headteacher/Director of Operations
- to investigate safety matters raised by staff or students and to take any necessary action
- to consult with the Principal for advice and guidance where his/her normal executive authority does not allow him/her to resolve the matter effectively
- to produce, for the Academy, a written Health and Safety Policy, ensuring (i) its implementation (ii) that all members of staff are aware of its contents and fully understand their responsibilities (iii) training is provided where necessary for Responsible Persons so that they can act with knowledge (iv) it is monitored and (v) revised as necessary
- to be available to any member of staff to discuss and to seek to resolve health and safety problems not resolved at a lower level
- to inform the Principal/SAET Director of Operations of relevant Health and Safety risk management issues, significant failures, outcomes of investigations as considered appropriate
- to take note of Health and Safety bulletins, instructions, etc., issued from time to time, ensuring that where required these are distributed and maintaining a file of all such material which is readily accessible to all employees
- to keep an up-to-date list of all safety representatives in the Academy, both teaching and support staff and of their training
- to be readily available to safety representatives and to co-operate with them so far as is reasonable in their efforts to carry out their functions
- to receive written reports from safety representatives concerning possible hazards and to respond in writing within a reasonable period of time
- to ensure that materials and equipment purchased are safe and without risk to health when properly used
- to ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence
- to ensure that all occupants and visitors, including those who will be undertaking work on the premises, are made aware of any hazards on site and of when and where such work activities may affect the occupants
- to encourage the staff's active participation in improving Health and Safety
- to ensure that accidents are reported in accordance with instructions when so directed by the Principal and to establish the facts of any accident
- to consult with staff on the Health and Safety management system of the Academy

#### **4.3 Role of the Site Manager**

- to be responsible for Health and Safety matters as reasonably requested by the Principal and/or Business Manager and as indicated in this Policy
- to monitor the safe maintenance of premises plant, machinery and equipment
- to ensure the safe maintenance and testing of the Fire Alarm as required by law and of the Intruder Alarm
- to ensure the drawing up, appropriateness, implementation and review of all relevant COSHH and Risk Assessments along with providing information, instruction and training on them
- to ensure the H&S arrangements for those staff and students with special medical needs in tandem with the SENCO
- ensure that any staff under his/her direct control (i.e. Non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use



- inform contractors of any hazards that could affect their health and safety while working in the school and monitor their work in terms of H&S issues (including in respect of H&S competence)
- bring the school safety policy and risk assessments to the attention of any cleaning or other staff including grounds staff working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials)
- ensure that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises
- to ensure the statutory display of information (H&S poster, H&S Policy Statement, Certificate of Employer Liability Insurance etc.)
- to ensure the drawing up and implementation of all relevant Risk Assessments
- ensure that all equipment and materials received have adequate health and safety information (e.g. Safety data sheets to allow COSHH assessments to be carried out)
- to take appropriate local action to remove or reduce hazards and risks and to avoid ill-health arising from work or work-related activities
- to receive reports of hazards from users of the area and to take steps, so far as reasonably practicable, to remove or reduce them
- to report to the Principal/Headteacher/Business Manager cases where their normal executive authority does not allow them to deal effectively with a hazard/ risk or where there is any doubt as to the practicability of a proposed solution and, where necessary, to take appropriate short term measures to maintain safety pending rectification
- to co-operate with the Principal/Business Manager in ensuring that staff are aware of the contents of the Health and Safety Policy and any other information necessary on health and safety issues
- to ensure the use of protective clothing and equipment where appropriate, and to ensure that this is properly maintained and renewed when necessary
- to ensure, within the remit of their responsibilities, that (i) employees new to the Academy are helped to perform their duties in a safe manner, (ii) pupils are able to work and move about safely in the Academy and (iii) all other persons, visitors, parents and contractors, are so able to do. In particular, to ensure that they have all necessary information on health and safety matters including, for staff, a copy of the local arrangements and the opportunity to read and discuss them before starting work.

#### **4.4 Role of the Heads of Year/Faculty/Department/Subject Co-ordinators**

- for all matters of health and safety in their Year, faculty, department or subject area.
- to bring to the notice of the Principal (or the School Business Manager/equivalent) any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- have a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- produce a relevant faculty/departmental/subject safety policy and revising it as necessary.
- ensure that staff have received adequate training on health and safety aspects of their specialist (especially where use of potentially hazardous equipment or substances is undertaken)
- ensure that necessary personal protective equipment (i.e. Eye protection or protective clothing) is available and kept well maintained.



- ensure that any risks specific to their area of work are adequately assessed (e.g. Risk assessment for the use of tools or equipment. COSHH assessments for the use of hazardous substances).
- ensure that relevant safety signs and notices are displayed (e.g. Signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.)

#### **4.5 Role of the Lead First Aider**

- organise and monitor the administration of First Aid in tandem with the relevant medical body/person
- maintain the First Aid box(es) in line with the guidance and maintaining any other First Aid supplies as may be kept separately
- work with the Business Manager to ensure regular training for First Aiders
- work with the Business Manager to maintain ensure medical records are up to date including a record of any treatment and records/actions following accidents

#### **4.6 Role of the Chef/Manager**

- ensure that they are familiar with and comply with the school safety policy
- ensure that all kitchen staff receive such training, instruction and information, as they need to undertake their duties safely and without risk to themselves or others
- ensure that they are familiar with the requirements of the The Food Safety Act 1990 (Amendment) Regulations 2004 and that they and staff working under them comply with these requirements.
- bring to the attention of the School Business Manager/Principal/Headteacher any problems of defects affecting the health and safety of any person in the area for which they have responsibility.

#### **4.7 Role of other Teaching and Technicians/Support Staff**

- ensure that they are familiar with and comply with the school and, where applicable the departmental or subject safety policy.
- reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through the Academy Business Manager/Principal/Headteacher
- co-operating with their employer to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.