



# HEALTH & SAFETY POLICY

1<sup>st</sup> March 2017

## DOCUMENT CONTROL

<b>Author/Contact</b>	Stuart Eatwell Tel: 01622743286 stuart.eatwell@futureschoolstrust.com	
<b>Document Reference</b>	Health & Safety Policy	
<b>Version</b>	02	
<b>Status</b>	Pending Approval	
<b>Publication Date</b>	March 2017	
<b>Related Policies</b>	Attendance (including medication policy), Educational visits, acceptable policy user, critical incident policy,	
<b>Review Date</b>	January 2018	
<b>Approved/Ratified by</b>	Full Governing Body	Date: 30 <sup>th</sup> January 2017
<b>Distribution:</b> Future Schools Trust Staff  <b>Please note that the version of this document contained within the school website is the only version that is maintained.</b>  Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.		

Version	Date	Comments	Author
01	25.11.15		L Long
02	23.02.17		S Eatwell

**Review Process Prior to Ratification:**

Name of Committee	Date
Resources	22 <sup>nd</sup> June 2015

Future Schools Trust recognise and accept that every one of its employees, students and visitors to the Academy is entitled to a safe and healthy environment.

### **STATEMENT OF INTENT**

The Governing Body of the Trust will therefore:

- promote the highest possible standards of Health and Safety for all persons using any of its sites and who may be affected by the work of the Schools;
- make itself familiar with the requirements of the appropriate legislation and codes of practice;
- create and monitor a management structure for health and safety and ensure that suitable resources are made available;
- ensure there is an effective and enforceable policy for the provision of Health and Safety throughout the Academy, and that it is implemented;
- identify and evaluate risks relating to possible accidents and incidents connected with Academy activities, including work experience;
- fully discharge its various legal responsibilities under the Health and Safety at Work Act of 1974 and the various associated regulations and under the Education Reform Act of 1988 and the 1992 Regulations;
- respond to the requirement of any new Health and Safety legislation, provide and maintain a safe and healthy working environment, equipment and conditions for all its employees, students and visitors, and undertake to provide such information, training and supervision as is appropriate for this;
- as is necessary, call on specialist advice to ensure that the policy is being fully discharged;
- liaise effectively with appointed Safety Representatives.

### **GOVERNANCE**

The Trust Governing body will delegate responsibility for the oversight of Health and Safety to one of its members. The Governor will liaise with the Headteacher with regards to the implementation and enforcement of the Health and Safety Policy and the commitment across the Trust and report back to the Full Governing body. Where appropriate report to local school governance for isolated local issues, via the in-school Health & Safety committee.

### **MANAGEMENT OF HEALTH & SAFETY**

The overall management of the Health and Safety Policy is the responsibility of the Headteacher of each school. The actual discharge of that responsibility and the actual day to day practical management is currently delegated to the Health & Safety Committee at each School. Each Academy and School will have a Health and Safety Committee made up of staff specialists from across the breadth of the organisation.

#### **Health & Safety Committee**

FST H&S committees should be made up of the following.

- a. Senior Leader
- b. Teaching Staff

- c. Support Staff/Administration Representative
  - d. Science Department Representative
  - e. Physical Education Representative
  - f. Kitchen Representative
  - g. ICT Representative
  - h. HR Representative
  - i. Site Facilities Manager/Representative
- The committees will be responsible for inspections of each of their sites at least 3 times a year. Dates and times of the inspections will be agreed annually. Inspection outcomes will be reported to the next committee.
  - Recommendations from the committees will be escalated via the Health & Safety Committee member to the Governors.
  - Oversee the Implementation of any directed changes as a result of a review, investigation, committee directive or change of regulations.

The local Health and Safety committee will:

1. ensure that it carries out its duties and responsibilities to the schools and will disseminate responsibilities to competent individuals where appropriate.
2. monitor the recording and reporting of accidents to staff, students and visitors including the reporting of injuries, diseases and dangerous occurrences. The Site & Facilities Manager will lead any required investigation following an incident and report their findings to the Headteacher and Local H&S committee and where appropriate the Trust Governor Representative.
3. engage the student body with Health and Safety via The Student Voice & Student Council
4. lead the continuous review of Departmental Risk Assessments ensuring all areas of the school business are assessed where appropriate. Assess the training requirements of departments to comply with statutory guidance.
5. lead the training of staff to disseminate personal responsibility and whole Trust ethos towards improving and preserving a safe environment for all.
6. report to Health & Safety after each inspection to ensure any changes or recommendations from the H&S sub Committee are implemented.
7. report to the LGB governing body annually, meeting with the Trust Governor responsible for Health and Safety regularly as appropriate, via Health & Safety in school committee
8. ensure emergency evacuation procedures are in place and tested
9. ensure that adequate first aid provisions are available

**The Site and Facilities Manager will:**

1. provide expert guidance and support to the Committee or delegate this responsibility to a suitably competent/qualified individual where required. Eg. External fire consultant, Chef
2. Maintain appropriate mandatory qualifications and those of their team, to carry out their duties within the statutory requirements.
3. Respond within agreed timescales to reported Health and Safety issues and escalate where appropriate, ie H&SE
4. Carry out any investigation following an accident, incident or 'near miss' where appropriate.

5. Maintain the procedure and process of records, accident books and investigations.
6. Ensure a copy of the Health and Safety Law Poster is displayed in each reception and out buildings.
7. Ensure all emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.
8. Ensure emergency evacuations are practiced at least 3 times a year and a record will be kept
9. Regular testing of fire alarms will occur at least once a week and recorded.
10. Ensure regular maintenance of fire extinguishers, fire alarms, fire doors, fire safety signs and emergency lighting

### **Heads of Departments**

It is the responsibility of Heads of Department to promote high standards of H&S within their own areas and to fully co-operate with the SLT member and the Site & Facilities Manager in this.

Heads of Department are responsible for:

1. Including H&S as a standing and minuted item on the agenda in Departmental meetings, promoting good H&S practice within their area;
2. Undertaking annual risk assessments under delegation from the Headteacher, publishing the Risk Assessment on the Academy VLE.
3. Completing and submitting Risk Assessments within agreed timescales for review prior to undertaking an event, trip, visit or activity that falls outside the normal working practice of the department.
4. The general safety and organisation of teaching spaces so they are clear of hazards and reporting all maintenance required under H&S to the site team as appropriate using the online Helpdesk;
5. Due to additional risk, namely Science, Design, PE, Charlton, 6 Form, Dance, Drama, Construction, Child Care, Farm, Young Farmer, and the Site Team, providing their own written internal H&S policies published on the VLE. Heads of Department will be responsible for reviewing these annually or sooner if required i.e. Change of teaching space or location or significant changes in staffing.
6. Ensuring the H&S of pupils and visitors within their areas at all times – where risk is immediate, reacting and securing an area where other specialist help is requested.
7. Identifying training needs seeking advice from the Site & Facilities Manager. Where departments have specialist, statutory safety requirements or training requirements necessary to carry out tasks within their normal duties, that these are kept up to date and recorded within the Department Risk Assessment.

### **Site Team**

Under the guidance of the Site and Facilities Manager, the Site Team are responsible for the Health & Safety of all rooms and areas not directly owned by a member of staff, including all circulation areas, toilets, plant rooms, cleaning cupboards etc. and will carry out regular audits of these areas.

The Site team will respond to any notified hazards with either immediate response for high risk or within agreed timescales for mid and low risk breakages or maintenance.

**All employees**

All staff:

- 1 Must carry out all activities in accordance with training and instructions.
- 2 Must co-operate with their employers and:
  1. have a clear responsibility to carry out their duties in such a way as to ensure the H&S of both themselves, the pupils and other site users and visitors (Section 7, HASAW 1974);
  2. be familiar with the Health and Safety Policy of the trust and their departmental risk assessment and code of practice within their teaching/working spaces as appropriate
  3. must know and use the correct procedures for accident and illness for children;
  4. must know the Emergency Evacuation Procedures and apply them rigorously whenever the alarm bell rings;
  5. have general responsibility for the care of all children on the Academy site. Staff must therefore NOT ignore a situation where pupil behaviour may cause risk to others;
  6. will be alert to potential risks generally, as well as in their area and react appropriately assessing whether it is an immediate risk or notifiable. Staff are to report any such hazard in accordance with its assessed risk. Staff must not leave or ignore a hazard, to do so would result in disciplinary action.
  7. staff will notify the Site & Facilities Manager, and should follow up their action. If the cost of improvement is felt to outweigh the apparent risk, the Principal and ultimately the Governors are responsible for assessing the risk and if and when remedial work should be carried out;
  8. when working in areas with their own specific hazards, be completely familiar with these and their control, and with the proper working practices.
  9. employees take reasonable care for the H&S of themselves and other persons, pupils or visitors etc. - who may be affected by their acts or omissions;

**INDUCTION OF NEW STAFF AND STUDENTS**

1. All new and temporary members of staff will be given the Academy's Health and Safety Policy, Accident and Emergency Procedures. For temporary staff this should be carried out as soon as practicably possible at the beginning of their employment.
2. HODs or Team Leads are responsible for ensuring the safety of their staff and students in specialist working areas and should prioritise Health and Safety into their induction.
3. All new staff and students should be taught emergency procedures on their first day in the Academy.
4. All new staff should be given a map of the school, the behaviour policy, the safeguarding leaflet & the Health & Safety Policy

## **STUDENT EXPECTATIONS**

1. All pupils are expected to behave in a manner which will help to ensure the Health and Safety Policy of all people on the site.
2. Students must not enter specialist areas without supervision.
3. Students must be aware how to report a hazard and what to do in the event of an incident or accident.
4. Students should respond to an adult's direction immediately to ensure their own personal safety.

## **TRAINING**

All necessary training requests will be reviewed by the Site & Facilities Manager, HR and Department Heads.

Areas to be taken into consideration include:

1. Training where it has been identified within a departmental Risk Assessment as a requirement.
2. Qualified or specialist staff leave the Trust.
3. Fire safety, including the testing of alarms and evacuation procedures
4. First aid
5. Specialist equipment or substance handling
6. Manual handling
7. Accident recording and investigation
8. Electronic and technology training/induction