

HEALTH & SAFETY within The Active Learning Trust

1. ACTIVE LEARNING TRUST POLICY ON HEALTH, SAFETY & WELFARE

The Active Learning Trust (ALT) is responsible for the overall Health and Safety Policy within the Trust.

School Local Governing Bodies and Headteachers are responsible for the local implementation of the ALT policy and for the procedures which proceed from the policy

Statement of Intent

The Active Learning Trust:

- will take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities;
- will assess risks to the health and safety of staff, pupils and others affected by the academy's actions
- will take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation;
- 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, supervision 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
- 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, incidents and other changing circumstances;
- will set out full details of the organisation and arrangements for the management of health and safety in the Academy in writing and communicate these to all employees.

It is a requirement that all members of staff read this Statement of Intent, the Summary of the Health and Safety Policy and those appendices which are relevant to their responsibilities, and sign that they have done so.

Main Aims of the policy

Each school will aim to:

- have regard to the **Active Learning Trust's** Statement of Intent, and the provisions of this policy;
- establish sensible conditions and systems of work for all employees which prevent as far as is reasonably practicable any danger to health and safety (This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified which will ensure as far as is reasonably practicable that suitable and sufficient standards of safety are adopted and enforced);
- ensure that all departments (and areas of management) have suitable policies and procedures in place (including procedures for making and reviewing suitable and sufficient risk assessments) to ensure the health and safety of staff, pupils and visitors in their departments;
- provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils;
- ensure that all plant and equipment is maintained properly and that none will be used knowingly when it presents any risks to the safety of the staff, pupils or visitors or the public, and where necessary appropriate training will be given;
- ensure the provision of means of access and egress which are safe and without risks to health;
- ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- ensure that the Academy will have and maintain up-to-date fire safety procedures and documentation, and that all employees and pupils (and as far as is practicable visitors) are familiar with them;
- develop safety awareness among all employees and pupils and to promote individual responsibility for health and safety at all levels of staff and pupils;
- ensure that the health, safety and welfare of all employees, pupils and members of the public are under continuous and reasonable review by managers at all levels;
- Ensure any areas in need of clarification are referred to the ALT nominated competent person who will ensure support and guidance is provided to The Trust in terms of health & safety policies and procedures.
- Ensure that the school has arrangements to report regularly on health and safety through its structure of governance.
- appoint a member of the governing body to be its health and safety representative;
- provide sufficient funds to enable safe systems to operate and for the training of relevant staff; and
- make reports as directed to **ALT** on the implementation of its health and safety policies and procedures.

Duty of Care

The policy is largely dependent upon the total co-operation of every person who works within the Trust. ALT expects all employees to co-operate in ensuring the health and safety of all staff, students and visitors.

All staff have a duty to care for their own health and safety, and that of colleagues, and that of students and visitors. When in charge of students staff must act as a prudent

parent would. (DFE Advice June 2013)

It is also important to understand the expectations under the Health & Safety at Work Act 1974:-

Employees must:

- 1 Follow the training they have received when using any work items their employer has given to them.
- 2 Take reasonable care of their own and other people's health and safety.
- 3 Co-operate with their employer on health and safety.
- 4 Tell someone (their employer, supervisor, or health and safety representative) if they think the work or inadequate precautions are putting anyone's health and safety at serious risk.

Organisation

- **The Active Learning Trust** as the employer has overall responsibility for the policies and procedures throughout The Trust
- **The Local Governing Body** has responsibility for local arrangements in each school and ensuring that reports are made to ALT.
- The **Academy/School Health and Safety Committee** will consider and make recommendations on overall health and safety issues affecting the school and will report to the Headteacher;
- **The Headteacher** has overall responsibility for the internal management of the school policies and procedures and reporting to the **Local Governing Body**;
- **The HSM(s)** has the responsibility for the day to day management, co-ordination and implementation of the policy and for liaising with contractors, and reporting to the Headteacher;
- **Heads of Areas/Departments** have responsibility for Health and Safety within their areas and for reporting to the HSM;
- Termly items on **Staff meetings agendas** with reports going to the HSM;
- **Union Safety Representatives** have the right to participate in the Academy Health and Safety Committee and to discuss health and safety issues as necessary with the HSM and/or the Headteacher;
- **Staff who are not in a union** have a right to elect a representative who will also participate in the Health and Safety Committee and to discuss health and safety issues with the HSM and/or Headteacher; and
- proper use of the **Handsam** Health and Safety system for overall health, safety and security management

Management System

Day-to-Day Management

The HSM has the responsibility for the day-to-day management of the health and safety arrangements in the school.

The school uses the Handsam Health and Safety Management System to manage the health, safety, welfare and security tasks that need to be carried out in order for the academy to display due diligence in its duty of care and to be compliant with law and regulation. It is the responsibility of relevant persons with responsibilities to use the system as directed. Appropriate training and support is provided.

Health and Safety will be a standing item on the agendas of all Departments, pastoral groups, and any formal management meetings in the school. Any points raised will be duly minuted and reported promptly to the Health and Safety Manager

The Health and Safety Committee advises the Headteacher on health, safety, welfare and security issues.

Annual Status Review

The Active Learning Trust is committed to reviewing its health and safety, welfare and security status at least once per year.

Sub-policies

In addition to the main Health and Safety policy there are a number of sub-policies which form part of the complete health and safety policy. A full list is set out below. All schools are expected to have their own 'Departmental' Health and Safety policy.

Important Aspects of the Policy

Risk Management

The government advises that written risk assessments are not required for every activity. Staff should assume they only need to write down a risk assessment in exceptional circumstances. Where the Headteacher (through the HSM) determines that a risk assessment must be carried out the HSM will ensure that any significant findings of the assessment are written and recorded. A verdict of 'Risk assessed. No significant finding' is acceptable.

Members of staff must be competent to carry out appropriate risk assessments. The HSM is responsible for ensuring that all staff who complete risk assessments are suitably qualified and competent.

Lone Working

Staff should pay particular attention to the safety arrangements for staff working alone on the premises.

Emergency Evacuation

Evacuation of the premises in an emergency is an important procedure and regular drills will be carried out. Staff are responsible for evacuating visitors to their area according to the academy procedures and plan.

Training

All employees whether permanent or temporary will undergo **Induction training** which will include the following health & safety matters-

1. Emergency Arrangements
2. Fire Drills
3. First Aid Arrangements
4. Accident Reporting
5. Good Housekeeping
6. Codes of Safe Practice and Guidance
7. Health & Safety Handbook and Academy Arrangements
8. Specific Hazards/Responsibilities Associated with Work Activity
9. Special Needs of students including students with disabilities

Equal Opportunities

The Trust will pay particular attention in its procedures to staff and students with disabilities and special educational needs. The school is aware of its duty to make reasonable adjustments for persons with disabilities. The school policy is available in the sub-policies which form the appendices to the main Health and Safety policy.

Staff will be informed of the first aid procedures and its requirements.

The overall policy contains the following appendices:

- 1: Template for risk assessment (inc in Scheme of Learning)
2. Accident and Incident Management
3. Administration of Medication and Medical Treatment of Students
4. Anti-Bullying / Behaviour
5. Asbestos
6. Caretaking and Cleaning
7. Contractors
8. COSHH
9. Crisis/Emergencies
10. PEEPs
11. Disability Accessibility
12. Reasonable Adjustments
13. Display screens
14. DSC Regulations
15. Drugs, alcohol and smoking
16. Educational Visits
17. Electrical Equipment
18. Fire safety
19. First Aid
20. Legionella bacteria
21. Lettings
22. Lone Workers
23. Home Visiting
24. Manual Handling
25. Mini Buses and Use of Personal Transport
26. Mobile phones
27. Noise
28. PE and Games
29. Personal Protective equipment
30. Pregnancy
31. Safeguarding Students
32. Searching Students
33. Security
34. Staff Consultation
35. Staff Welfare
36. Stairs and Landings
37. Stress
38. Student Welfare
39. Sun Protection
40. Trespassers
41. Visitors

- 42. Voice Care
- 43. Waste Disposal
- 44. Work equipment and 43a. Hot Working
- 45. Working at heights

***This list is not exhaustive.
Please contact the Health & Safety Officer for details.***

Staff Responsibilities

All members of staff have a duty to:

- take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care, and any other persons who may be affected by their actions;
- understand and use the school reporting systems;
- take reasonable precautions in safeguarding themselves and others;
- know and understand the school's Health and Safety policies where appropriate;
- observe all Health and Safety rules and procedures set out by ALT and the school and use all health and safety equipment provided;
- participate in assessing risks and the management of identified risks;
- follow all relevant codes of safe working practice and local rules;
- alert the HSM or Heads of Areas/Departments as appropriate to any potential hazard noticed;
- report (through the school's reporting system) all accidents, incidents or near misses that have led or may lead to illness, harm or damage;
- ensure that students' behaviour is regulated in accordance with the school's Student Behaviour policy;
- report any unsafe working practices to the Headteacher (or nominated person);
- report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's 'Safeguarding Students' procedures;
- ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed, and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- ensure that no student is allowed to dismantle or clean a prescribed dangerous machine unless under appropriate expert supervision;
- ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- use the health and safety management system where relevant;
- participate in any relevant paid training; and
- read this Health and Safety policy and any sub-policies agreed by the school, and sign and date the school's logbook to indicate that he/she has done so. The following statement will be used:

'I have read this summary of the Academy Health and Safety policy and understand my responsibilities and know how to access the full policy'.

All staff have a right to raise Health and Safety issues of concern at any time but in

particular at formal meetings in their departments, and to be consulted on proposed changes that may affect their conditions of employment. .

Employees who are members of recognised trade unions have a right to raise any concerns with their union representatives, who may discuss these with the HSM or Headteacher as appropriate.

ALT recognises that members of staff are not chartered or certificated risk assessors but expects all staff, in fulfilling their legal responsibilities for Health and Safety, to use their experience and knowledge as adults, and their training as teachers and support staff to make reasonable, common-sense decisions about risk assessment and control measures.

ALT will follow the government's advice that all school staff should follow the health and safety procedures put in place by the employer. However, if staff feel that any procedure is inappropriate they should discuss this with the HSM in the first instance and request that it is reviewed.

The policy will be reviewed annually
