



L.E.A.D. Academy Trust

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# L.E.A.D. ACADEMY TRUST

## Health, Safety Policy

### Policy/Procedure management log

Document name	Health, Safety and Welfare Policy
Author	Head of Operations
Date approved	
Date issued	
Date of review	
Approved by	

# 1. Statement of Intent

- 1.1 L.E.A.D. Academy Trust (“the Trust”) has overall responsibility for the health, safety and welfare of its employees. As well as the health and safety of Pupils, visitors and contractors in the academies it operates. The Trust recognises that decisions about workplace health and safety should be collaborative, reasonable and proportionate in order to maintain a safe environment where Pupils can learn and achieve their full potential and where employees and others are supported to ensure that health, safety and welfare risks are minimised.
- 1.2 The health, safety and welfare of employees, Pupils and visitors is of paramount importance. We will achieve a safe environment for all by embedding a positive health and safety culture throughout our organisation and assisting all members of the academy community to play their part.
- 1.3 The safety culture of our academies is the product of individual and group values, attitudes, perceptions, competence and patterns of behaviour. This policy includes our vision to ensure that our academies have a strong and positive safety culture through communication, training, collaboration and leading by example.
- 1.4 Together, we are committed to achieving the following objectives:
- 1.4.1 To provide, as far as reasonably practicable, a safe and healthy working environment for all.
  - 1.4.2 To ensure that all members of the academy community are aware of their health and safety responsibilities, what is expected of them and what they need to do to discharge them.
  - 1.4.3 To ensure that all employees have access to appropriate training and resources to enable them to play an active part in achieving a safe and healthy working environment.
  - 1.4.4 To have an effective system for communicating and consulting on health and safety matters.
  - 1.4.5 To effectively plan, implement, monitor and review the arrangements in place to ensure we have a safe and healthy working environment.
  - 1.4.6 To encourage, promote and continuously improve the Trust’s health and safety performance.

**Signed by**

**Headteacher**

**Date:**

## **2. Roles and Responsibilities**

### **2.1 The L.E.A.D. Academy Trust Board**

The Trust Board, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.

The Trust Board is responsible for ensuring that high standards of governance are maintained. It exercises its powers and functions by addressing such matters as policy and strategic development, adopting an annual plan and budget, managing the corporate risk register and making strategic decisions about the direction of the Trust. The overall aim is to ensure a positive health and safety culture is established and maintained throughout the Trust.

### **2.2 Audit and Risk Committee**

The Audit and Risk Committee:

- Review the Trust's health and safety systems and ensure appropriate action plans are in place;
- Ensure progress of internal and external audits and the implementation of remedial actions.

### **2.3 The Executive Management Team**

The Executive Management Team lead the implementation of health and safety across the Trust by:

- Leading by example on all matters relating to health, safety and welfare;
- Promoting and following this Health and Safety Policy;
- Considering the impact of health and safety in strategic and operational decision making;
- Monitoring and reviewing the success of health and safety procedures.

### **2.4 Directors**

Directors have responsibility for ensuring that academies are applying the Trust's Health and Safety Policy and the relevant Health and Safety Codes of Practice.

### **2.5 Operations Team**

The Operations Team:

- Control the risk management process across the Trust;
- Provide expert advice and guidance to Trust employees regarding health and safety issues;
- Ensure arrangements are made for audits and other visits to take place in each academy;
- Review audit reports and ensure academies take remedial actions;

- Lead the development and delivery of health and safety processes and services across the Trust;
- Support action as required following any health and safety incident;
- Gather data, record, monitor and provide reports on the effectiveness of the health and safety systems to the Audit and Risk Committee.

## **2.6 Academy Governing Bodies**

The Academy Governing Bodies have responsibility for monitoring health and safety standards locally and ensuring Headteachers have implemented this Health and Safety Policy and are compliant with its requirements.

## **2.7 Headteacher**

The Headteacher has the following responsibilities:

- Leading by example;
- Ensuring that suitable and sufficient risk assessments are carried out.
- Ensuring that the information on health and safety good practice that is available to academy employees and visitors is up to date, easily accessible and promoted throughout the academy;
- Ensuring that all staff are trained and equipped to deal with health and safety issues and emergencies;
- Ensuring that all employees, Pupils, visitors and contractors are aware of their health and safety obligations to one another;
- Ensure emergency evacuation procedures are in place and communicated;
- Ensure that personal emergency evacuation plans (PEEP's) are in place where required;
- Ensuring that regular practice fire drills are undertaken;
- Ensuring that relevant information related to health and safety is obtained and passed on to employees, contractors, members of the public, statutory authorities etc.

## **2.8 Senior Leadership Team**

The Senior Leadership Team has the following responsibilities:

- To lead by example;
- Ensuring all new employees are given health and safety induction training, relating to both whole-academy health and safety and any specific provision relating to their role in the academy;
- Ensuring any academy activity, either on or off-site, is risk assessed and consideration has been given to health and safety in terms of the wider academy policy;

- Ensuring that all employees, Pupils, visitors and contractors are aware of their health and safety responsibilities, including what to do in case of a fire or emergency;
- Ensuring all those taking part in an academy activity are given adequate training and a health and safety briefing (where necessary).

## **2.9 Site Managers and Teams**

- Providing support and advice to the Senior Leadership Team and staff regarding ongoing health and safety processes and emerging trends;
- Undertaking periodic health and safety audits to ensure the site(s) they are responsible for are fulfilling their requirement to follow safe systems of work in the running of their area of the business and the appropriate licences, test certificates, insurances etc. are up to date and fit for purpose;
- Providing on-site communication of health and safety matters with contractors that are engaged.

## **2.10 Line Managers and Supervisors**

Line Managers, whether Teaching or Support Staff, where appointed, are responsible for:

- Leading by example;  
Ensuring that operations under their control are, so far as is reasonably practicable, conducted without detriment to the health, safety and welfare of employees or others affected by their activities;
- Obtaining and ensuring adherence to safe systems of work by employees;
- Communicating with contractors and managing their work;
- Ensuring that their area of responsibility is subject to suitable and sufficient risk assessments, regular inspections and adequate supervision;
- Ensuring that all incidents within their area of responsibility, are reported to the Headteacher. Reviewing all such reports and ensuring that an investigation is carried out and appropriate remedial action is taken where necessary;
- Giving adequate consideration to health and safety when specifying, purchasing or hiring equipment or materials;
- Ensuring that all employees, Pupils, visitors and contractors understand their health and safety responsibilities and are familiar with the health and safety policy and procedures;
- Ensuring that all relevant training and preparation is carried out for all on and off site activities.

## **2.11 Employees (Including Volunteers)**

Employees of the Trust, whether they are fixed term, contract or permanent are responsible for:

- Ensuring that they are familiar and up to date with this Health and Safety Policy and standard procedures;
- Keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any work related activity;
- Ensuring that all the measures addressed in the task risk assessment are assessed and in place before the start of any activity;
- Making sure that the Pupils taking part in the activity are provided with relevant information about the health and safety implications of the activity;
- Cooperating fully with the Trust to enable it to fulfil its legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance;
- Ensuring that any equipment used is properly cared for and in the proper working order, reporting defects to a senior manager immediately and ceasing use of the equipment.
- Co-operating with the Trust in the implementation of the requirements of this Health and Safety Policy, all relevant health and safety legislation, related codes of practice and safety procedures /instructions;
- Refraining from doing anything or omitting to do anything that causes danger to themselves or others;
- Not misusing or interfering with anything provided in the interests of health and safety or welfare;
- Immediately bringing to the attention of their manager, any situation or practice of which they are aware, which may lead to injury or ill health;
- Taking responsibility for good housekeeping in the area within which they work.
- Reporting all incidents in accordance with the Trust's guidelines;

## **2.12 Pupils**

While the Trust carries the main responsibility for health and safety provision, and the correct implementation of policy and procedure, it is vital that Pupils understand their role and responsibilities when it comes to whole-academy and personal health and safety in order for staff to be able to carry out their roles effectively.

As members of the Trust community Pupils are expected to:

- Take personal responsibility for the health and safety of themselves and others;
- Observe standards of dress consistent with safety and hygiene;
- Observe all the health and safety rules of the academy;
- Abide by the instructions of staff given in an emergency;

- Use and not wilfully misuse, neglect or interfere with anything provided for their health and safety;
- Behave sensibly around the academy site and when using any equipment;
- Report health and safety concerns or incidents to a member of staff immediately;
- Act in line with the academy code of conduct / academy behaviour policy.

### **2.13 Contractors**

All Contractors working on Trust premises, or elsewhere on their behalf, are required to comply with relevant rules and regulations governing their work activities. Contractors are legally responsible for ensuring their own safety on Trust premises or elsewhere on the Trust's behalf, the safety of their workforce and for ensuring that their work does not endanger the safety or health of others. Contractors will be required to demonstrate their competence and adequate resources to carry out specific hazardous work, prior to their engagement, further details are available in the Management of Contractors SPA.

## **3. Responsibility for ensuring health and safety standards are maintained and improved**

### **3.1 Communication**

- Part 1 of this Policy acknowledges the importance of involving all members of the Trust community in matters of health and safety, including by means of consultation and discussion in order to achieve a collaborative approach to health and safety.
- Safety representatives of trade unions recognised by the Trust will be consulted on all matters of health, safety and welfare that affect staff. Non-union staff will also be consulted directly.
- All members of the academy community are encouraged to report any health and safety issues or concerns to their teachers, line managers, Head Teachers, Executive Management Team or the Board itself.

### **3.2 Training**

- Employees will be provided with training to enable them to play their part in establishing and maintaining a safe environment and a positive culture of health, safety and welfare.
- Competence (based on skills, knowledge and experience) of all employees will be under constant review, particularly following any incident or near miss.

### 3.4 Monitoring, Reporting and Supervision

- Comprehensive monitoring and timely reporting are vital parts of a good health and safety culture. Management systems will allow the board to receive both specific (e.g. incident-led) and routine reports on the effectiveness of this Health and Safety Policy.
- The Board of Trustees will ensure:
  - Appropriate weight is given to reporting both preventative information (such as progress of training and maintenance programmes) and reactive data (such as incident and sickness absence rates);
  - Periodic audits of the effectiveness of management structures and risk controls for health and safety are carried out;
  - The impact of changes such as the introduction of new procedures, work processes or products, or any major health and safety failure, is reported as soon as possible to the board;
  - There are procedures to implement new and changed legal requirements and to consider other external developments and events;
  - Sickness absence is be monitored effectively to identify any underlying problems that could damage performance or result in incidents and long-term illness;
  - Contractor health and safety performance is monitored and reviewed; and
  - Supervisory and line management arrangements are assessed, clearly defined and appropriately allocated – relevant individuals have the necessary skills, information and training.

## 4. Arrangements for Health and Safety

### 4.1 Safety, Policy and Arrangements are detailed in the following sub-policies:

Accident, Near Miss and Work Related Ill Health Reporting
Accident and Incident Investigation
Asbestos
Boundary and Exterior Safety Management
Construction (Design & Management)
Contractor Management (Non Construction Activities)
COSHH - 'Substances Hazardous to Health'



DSE - 'Display Screen Equipment'
Electricity at Work
Fire Management & Precautions
First Aid (Stand Alone Policy)
Head Protection
Infection Control
LOLER - 'Lifting Operations & Lift Equipment Regulations'
Legionella Management - The Control of Bacteria in Water Systems
Lone Working
Management of Health & Safety
Manual Handling
Medicines and Medical Conditions
Needles - Handling and Disposal
Needles - Safe Use
New and Expectant Mothers
Noise at Work
Office Health, Safety & Welfare
Permit to Work Systems (PTW's)
Play Safety (PE Policy only)
PPE - 'Personal Protective Equipment'
Powered Gates and Doors (Safe Operation)
Pressure Systems and Equipment
RIDDOR
Risk Assessments
Signs and Signals - Health & Safety
Slips and Trips
Vibration - 'Hand Arm and Whole Body'
Violence to Staff

Weather Safety and Protection
Working at Height
Work Equipment
Workplace Regulations 1992
Young Person at Work - Work Experience

## 4.2 Emergency procedures

In the case of an emergency situation, the academy will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the academy. In some cases, such as extreme weather, major power failure, or flooding emergency situations cannot be avoided. In these circumstances the academy will carry out its emergency procedures which include:

- Raise the alarm;
- Evacuate;
- Identify a place of safety;
- Nominate competent, responsible people to take control;
- Have appropriate equipment / first aid supplies available; and
- Communicate and regularly update key stakeholders.

There are a number of mechanisms in place to ensure that parents, staff and Pupils can be made aware of an emergency situation and remain informed. The academy advises that parents and their children have their own individual arrangements planned for communicating in the case of an emergency. We ask that parents follow these emergency communication guidelines and do not call the academy during an academy emergency, but wait to be contacted, as it is important that academy telephone lines are kept free for use by the academy itself.

It is important that parents inform the academy immediately of any changes in phone number or address as it is vital that these are accurate in the academy records in case of an emergency.

## Appendix 1

### Academy Specific Information

**[Insert name of Academy]**

This policy has been brought to the attention of all employees and is kept readily available for employees **[insert location of electronic and physical copies]**.

### Administration of Medicines

The following members of staff have volunteered to administer medicine and have been provided with appropriate training:

Name: **[insert name]**

Type/s of medicine: **[insert details]**

### Fire Safety

The fire alarm is a loud **[...continuous bell/buzzer – delete as appropriate...]**.

Fire alarm testing will take place **[...once a week/insert other...]**.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are **[...assembly points...]**
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- The **[...headteacher/name of individual/name of role...]** will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

### First Aid

First Aid Kits are available in the following locations:

- **[XXXXXXXX]**
- The First Aiders (FAW) are **[...XXXX... – If necessary signpost to a first aider list]**
- The Emergency first aiders (EFAW) are **[...XXXX...]**
- The Paediatric trained First Aiders are **[...XXXX...]**