

# **The Yare Education Trust Health and Safety Policy**

**September 2016**



## Health and Safety Policy

### Trustees' Statement of Intent

Effective health and safety management is integral to delivering our ambition for excellence in education and our performance in our schools. Our overall objective is to provide and maintain a safe and healthy environment for our staff and students and others with whom we work.

We will achieve this by:

- Developing and maintaining a positive health and safety culture with an emphasis on continually improving our performance taking into account human and cultural factors
- Ensuring that health and safety management is an integral part of decision making and organisational processes
- Adopting a sensible and proportionate approach to managing risks, with well informed decision making processes for higher risk activities and ensuring a disproportionate amount of time is not spent on trivial or everyday risks
- Providing a safe and healthy working environment for our staff, students and others working in our schools
- Ensuring safe working methods are in place and providing safe equipment.
- Communicating and consulting with our staff and their trade union representatives
- Complying with statutory requirements and where possible best practice
- Investigating and learning the lessons from accidents and work related ill health incidents
- Providing effective information, instruction and training to enable our staff to be competent in their roles
- Monitoring and reviewing systems and preventative measures to make sure they are suitable, sufficient and effective
- Ensuring adequate resources are available to fulfil our health and safety responsibilities and objectives
- Working with and monitoring our contractors to ensure consistent and comparable health and safety standards

We recognise that overall responsibility for health and safety lies with all levels of management having direct responsibility for activities and staff under their control. However, all staff have a legal and moral responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions.

## Health and Safety Policy

### Responsibilities and Organisation

#### Introduction

To comply with the Trustees' Statement of Intent the following responsibilities have been assigned:

#### The Trustees and Local Governing Bodies

The Trustees will oversee the following responsibilities and require Local Governing Bodies to ensure that suitable organisational arrangements are in place for the management and control of health and safety within each school. In particular:

- A written policy statement is created and communicated which promotes a positive attitude towards health and safety in staff and students
- Responsibilities for health, safety and welfare are allocated to each Local Governing Body which will inform staff of these responsibilities
- A lead governor for health and safety is nominated
- People have sufficient experience, knowledge and training to perform the tasks required of them
- Clear procedures are created which assess the risk from hazards and produce safe systems of work
- Sufficient funds are allocated to operate safe systems of work
- Health and safety performance is monitored and targets for improvement are set
- The school's health and safety policy is reviewed at least every two years and reported to Local Governing Bodies and to Trustees.

#### The Headteacher/Principal

The Headteacher/Principal is responsible for all staff and activities under their control and will ensure that the requirements of relevant safety policies and procedures are implemented and complied with. In particular, they will:

- Be fully committed to the Trustees' Statement of Intent, ensuring that a positive health and safety culture is demonstrated and promoted through their leadership
- Ensure that appropriate risk assessments are undertaken by competent persons and that suitable control measures are taken on a risk basis to manage the health and safety risks to staff and any other people who may be affected by the school's activities

- Monitor and review health and safety performance through:
  - Undertaking health and safety inspections of work areas/practices in line with relevant policy
  - Setting health and safety targets and objectives through appraisals and other supervisory reviews
  - Reviewing incidents and accidents
  - Monitoring commissioned and contracted work under their control for compliance
  - Ensure that the management of health and safety in the areas under their control considers the needs of anyone with a protected characteristic under the Equalities Act.
  
- Develop safe systems of work and procedures and ensure that they are implemented
  
- Ensure prompt action is taken to resolve any situations that may adversely affect the health and safety of staff or other people
  
- Ensure that they undertake all relevant training and staff are given adequate information, instruction, training and supervision to carry out their duties, paying particular attention to new/inexperienced employees and trainees
  
- Ensure that all plant and work equipment provided is: selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations
  
- Ensure that accidents and incidents (including near misses and violence and aggression) are reported and investigated and the findings acted upon without delay
  
- Ensure there are meaningful, effective arrangements in place for consulting employees and their trade union representatives on health and safety matters that affect them
  
- Ensure information that may assist safety representatives in their role is provided to them when commissioning work through partners and contractors, ensure that they are selected and managed in line with statutory requirements and policy
  
- Ensure that they seek timely assistance and advice where expert help is required from the Health, Safety and Well-being team.
  
- Report to the Governing Body at least annually on the school's health and safety performance.

## **Lead Governor for Health and Safety**

The Lead Governor has the following responsibilities:

- To be fully and visibly committed to the Trustees' Statement of Intent for Health and Safety
- To scrutinise and review health and safety performance
- To provide support and challenge to the Headteacher/Principal and the Governing Body in fulfilling their health and safety responsibilities
- To ensure in particular that risk assessments of the premises and working practices are carried out and documented.

## **Health and Safety Coordinator**

The Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the school
- To coordinate performance monitoring processes
- To make provision for the inspection and maintenance of work equipment
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with contractors
- To advise the Headteacher/Principal of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace and the school generally.

## **Teaching and Associate Staff Holding Positions of Special Responsibility**

This includes Vice/Deputy/Assistant Headteachers, Curriculum Leaders, Business Managers, Caretakers/Site Managers.

They have the following responsibilities:

- Apply each school's Health and Safety Policy and the relevant health and safety Codes of Practice to their own department or area of work and be directly responsible to the Headteacher/Principal for the application of the health and safety procedures and arrangements
- Carry out regular health and safety risk assessments of the activities for which they are responsible

- Ensure that all staff they manage are familiar with the relevant health and safety Codes of Practice, for their area of work
- Resolve health, safety and welfare issues that staff refer to them, or refer to the Headteacher/Principal any matters for which they cannot achieve a satisfactory solution within the resources available
- Carry out regular inspections of their areas of responsibility to ensure that equipment, and activities are safe and record these inspections where required
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and students to avoid hazards and contribute positively to their own health and safety
- Investigate any accidents that occur within their area of responsibility.

### Class Teachers

Class teachers are expected to:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice
- Give clear oral and written instructions and warnings to students when necessary
- Follow safe working procedures
- Require the use of protective clothing and guards where necessary
- Make recommendations to their Headteacher/Principal or manager regarding equipment and improvements to plant, tools, equipment or machinery
- Integrate all relevant aspects of safety into the teaching process
- Report all accidents, defects and dangerous occurrences to their manager

## School Health and Safety Representatives

The Trustees, Local Governing Bodies and Headteachers/Principals believe that consulting employees on health and safety matters is important in creating and maintaining a safe and healthy working environment.

Safety representatives of a recognised trade union will be consulted on all matters of health and safety that may affect staff and on the provision of health and safety information and training. Non-union staff will also be consulted directly.

Before making any decisions which could have health and safety consequences for staff, the Governing Body will inform safety representatives about the proposed course of action and give them an opportunity to express their views.

## Staff

All staff have individual responsibility to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, they must:

- Comply with the school's health and safety policy and procedures at all times
- Co-operate with managers in complying with relevant health and safety safe systems of work and procedures
- Use all work equipment and substances in accordance with instruction, training and information received
- Wear, use, store, maintain and replace personal protective equipment as appropriate
- Not intentionally misuse anything provided in the interests of health, safety and welfare
- Take part in and contribute to health and safety inspections, risk assessments etc. as appropriate
- Report all accidents (personal injury and vehicle), ill health, incidents of violence and aggression, near misses, hazardous situations, general health and safety concerns, defective equipment or premises
- Attend all training relevant to their role.

## **Students**

Students, allowing for their age and aptitude, are expected to:

- Take personal responsibility for the health and safety of themselves and others
- Observe standards of dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **Procedures and Arrangements**

A separate file of related policies is available and all have been adopted to ensure compliance with the Trustees' Statement of Intent.



## Appendix One

### Organisational Chart

