



# HEALTH & SAFETY POLICY

<b>Recommended by:</b>	Competent Person
<b>Date:</b>	May 2018
<b>Approved by:</b>	Resources Committee
<b>Date:</b>	May 2018
<b>Review Date:</b>	May 2019

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## 1.0 Local Governing Body Policy Statement

The following statement sets out the health and safety objectives **Ossett Academy and Sixth Form College** with the aim of ensuring best practice in the management of health and safety.

### **OSSETT ACADEMY**

- Accepts its responsibilities for health and safety as identified in the Governance handbook and Scheme of Delegation for the Accord MAT.
- Will take all reasonable steps to provide safe and healthy conditions for student / pupils, employees and others who may be affected by its activities.
- Will take all reasonable steps to ensure compliance with all relevant health and safety legislation.
- Will implement health and safety arrangements within the Academy.
- Accepts its responsibilities as an employer and 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 students / 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, training, and supervision to employees and students / 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 effectively.
- 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 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 separate documents.

## **2.0 Accord Multi Academy Trust Responsibilities**

### **2.1 Directors**

The Directors are responsible for ensuring that the Chief Executive (CEO) is discharging his/her duties as the person with overall responsibility for Health and Safety. They are responsible for monitoring that the CEO is ensuring compliance with health and safety legislation. The Board of Directors will receive periodic updates on the performance of the Accord MAT on Health and Safety, in particular, Directors are responsible for:

- Fostering a safety/risk aware culture, in which health and safety related issues are seen as essential and integral parts of the board's activity, so ensuring effective governance on health and safety issues;
- Developing strong and active leadership;
- Visible, active commitment from the board;
- Ensuring that the Accord MAT establishes effective communication systems and management structures;
- Integration of good health and safety management with business decisions;
- Setting up of Committees to support Health and Safety (where appropriate);
- Ensuring Health and Safety is adequately resourced;

Delegating the day-to-day management of health and safety issues to various 'competent persons' does not remove any responsibility from the Accord MAT Directors.

### **2.2 Chief Executive (CEO)**

The CEO has a legal responsibility, for ensuring that the Accord MAT complies with all relevant health and safety legislation and, in particular, for:

- ensuring that the Accord MAT has a general policy on the management of health and safety and that this policy is communicated to all employees;
- ensuring that appropriate systems and procedures are in place to secure effective implementation of that policy;
- ensuring adequate financial resources are made available to deal with health, safety and welfare requirements;
- ensuring effective monitoring systems are in place and are systematically applied;
- reporting on health safety and welfare matters, as part of the annual review, to the Board of Directors.

The CEO also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the Accord MAT; in exceptional circumstances, this may include summarily closing down (in whole or in part) particular Accord MAT buildings, sites, operations or activities.

On a day-to-day basis the Principal / Headteacher and Academy Leadership Teams act on behalf of the Board of Directors and CEO in discharging the responsibilities for management of Health and Safety.

### **3.0 Academy and Local Governing Body Responsibilities**

**Ossett Academy and Sixth Form College** Local Governing Body has the responsibility for ensuring that the Health and Safety Policy is understood and accepted and approved for use within the Academy and that detailed arrangements are in place for implementation.

#### **3.1 Principal / Headteacher**

The Principal / Headteacher is ultimately responsible for Health and Safety at the Academy, and is responsible for securing the full implementation of the Academy Health and Safety policy. In particular, they will:

- be responsible for all aspects of health, safety and welfare as it affects the curriculum and student learning;
- ensure that off-site and residential procedures are communicated to staff and are also up- to-date in terms of legislative and insurance requirements;
- identify health, safety and learning issues affecting the learning situation and implement improvements appropriately;
- ensure that support staff are appropriately trained to fulfil their responsibilities under health and safety legislation and academy health and safety policy;
- ensure a safe and healthy environment for staff, students / pupils and visitors;
- ensure that all works carried out within the Academy comply with current health, safety and environmental regulations;
- ensure the keeping and updating of all the Academy's Health and Safety Policies;
- ensure all contractual work and maintenance carried out on the Academy premises is co-ordinated and that procedures are laid down for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment or alteration schemes;
- ensure the people with delegated responsibility for the day-to-day responses to the Health and Safety Policy and matters such as injuries, accidents, fires and other emergencies shall:
  - interpret and make recommendations for corrective action from injury and property damage
  - ensure all staff have a health and safety induction, and appropriate additional training and instruction
  - ensure that relevant actions resulting from workplace inspections, spot checks, and data for risk assessments are resolved satisfactorily
  - stop and prevent any practices thought to constitute imminent or potential danger
  - ensure that the fire alarm system is tested regularly and records are kept
  - ensure that the requirements of the Equalities Act 2010 are met in terms of health, safety and welfare.

### **3.2 Academy Leadership Team**

In direct support of the Principal / Headteacher, the Academy Leadership Team is responsible for:

- ensuring that the Academy's general policy on the management of health and safety is communicated to all staff;
- ensuring that appropriate systems and procedures of the policy are effectively implemented;
- ensuring adequate financial resources are made available to deal with health, safety and welfare requirements;
- ensuring effective monitoring systems are in place and are systematically applied;
- reporting on health safety and welfare matters, as part of the annual review, to the Resources Committee of the Local Governing Body.

### **3.3 Academy Curriculum and Associate Staff Leaders**

The general responsibilities of leaders mirror those outlined for the Principal / Headteacher in the above section. The health and safety requirements outlined above may be exercised at the level of individual departments, albeit that the Principal / Headteacher remains ultimately responsible. Other responsibilities include:

- complying with all relevant legislation particularly that contained in the Management of Health and Safety at Work Regulations 1999;
- implementing the Academy's Health and Safety Policy and procedures within their departments and work areas;
- assisting the Principal / Headteacher in establishing and maintaining an effective policy for health and safety at work within their area;
- as part of a risk aware / safety culture, ensuring that regular staff team meetings include Risks and Issues as a standing agenda item; all risks / health and safety issues raised to be recorded in the meeting minutes and logged on the online help desk for action / attention (where applicable);
- recording all risks on the departmental risk register;
- ensuring that all significant hazards are reported to the Health and Safety Coordinator via the online helpdesk;
- ensuring that accident / incident reports are completed for all accidents / incidents within their area/s of responsibility in accordance with policy, and promptly sending the reports to the Health and Safety Coordinator via the online reporting / recoding process.

### **3.4 Health and Safety Coordinator (Premises Manager)**

The Academy Principal / Headteacher has appointed a Health and Safety Coordinator to assist them with their duties in the implementation of the Health and Safety policy. At Ossett Academy this is the Premises Manager. The Health and Safety Coordinator will act as a focal point for Health and Safety at the Academy. The Health and Safety Coordinator at each Academy will ensure:

- That the Academy's health and safety policies / procedures are reviewed regularly, remain appropriate and fit for purpose, and comply with legislative requirements. This will be done with assistance from the appointed Health and Safety Consultant;
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- That implementation the Academy procedures, arrangements, and risk assessments are appropriately and regularly monitored and evaluated via auditing and inspections;
- That appropriate training is provided to members of the Academy staff, who have significant responsibilities in the management of health and safety;
- In regard to all areas of activity, maintaining contact and co-operation with outside bodies on matters concerning safety, security and fire protection; for example with the Health and Safety Executive, the Fire Authority, Police, Environmental Health, and the Environment Agency;
- That the Academy Leadership Team is advised on the development and implications of new health and safety legislation, with advice and support from the appointed Health and Safety Consultant;
- That periodic and annual reports on health and safety matters are prepared, as required by all stakeholders for consideration / action by Academy Leadership Team.
- Generally providing support on health and safety matters to the academy, both proactively and reactively.

### **3.5 Teaching Staff**

- Ensuring that the work of the Academy is carried out in accordance with the policy
- Cooperating with Management in complying with relevant Health and Safety provisions
- Ensuring the safety of students/ pupils whilst they are in their charge, whether in or outside the Academy
- Ensuring that clear safety instructions and warnings are given
- Ensuring that adequate training and supervision is provided to students / pupils within their care; Personally following safe working procedures and observing Academy and other safety regulations
- Ensuring that the Management of Health and Safety at Work and any other relevant regulations are adhered to
- Ensuring that risk assessments (and other safety documentation) are completed for all activities within their area – on and off site
- Reporting accidents and incidents immediately using the Academy report form (online recording / reporting process) in line with policy and procedures
- Ensuring that, in the event of a serious accident, nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- Initiating Academy first aid procedures as appropriate
- Reporting defects to an immediate line manager
- Keeping movement channels clear of obstruction
- Using assigned areas for car, motor or pedal cycles
- Observing no-smoking rules
- Obeying fire action instructions immediately on hearing the alarm
- Keeping fire doors closed and clear of obstructions
- When working in premises other than those under academy supervision, comply with the health and safety arrangements for that site.

### **3.6 Technicians / Administrative Staff / Non-teaching Staff**

- Ensuring that the work of the Academy is carried out in accordance with the Academy Health and Safety Policy and procedures
- Personally following safe working procedures and observing Academy and other safety regulations
- Ensuring that they take the necessary safety precautions in the use of all equipment, premises, and materials
- Reporting accidents and incidents immediately using the Academy report form (online reporting / recording process) and according to Academy policy
- Ensuring that in the event of a serious accident nothing is disturbed at the scene of the accident, except as might be necessary for the removal of a casualty
- Reporting defects to an immediate line manager
- Keeping movement channels clear of obstruction
- Using assigned areas for car, motor or pedal cycles
- Observing no-smoking rules
- Obeying fire action instructions immediately on hearing the alarm
- Keeping fire doors closed and clear of obstructions
- When working in premises other than those under academy supervision, comply with the health and safety arrangements for that site

### **3.7 Students/Pupils**

All students / pupils will be responsible for:

- Complying with academy rules and procedures
- Taking reasonable care of themselves and others
- Cooperating with their teachers and other academy staff
- Using equipment and substances in the manner in which they are instructed
- Not misusing anything provided for the purposes of Health and Safety
- Treating the Academy site with respect and not cause damage that would affect the Health & Safety of other students / pupils, Academy Staff or visitors
- Reporting anything they believe to be hazardous or dangerous to their teacher / form tutor / Academy Leadership Team Principal / Headteacher

### **3.8 Competent Person**

The Academy has engaged competent persons to advise the Principal / Headteacher and their nominated Health and Safety Coordinators on Health and Safety. The competent person is responsible for providing advice on Health and Safety to the Academy.

<b>Signature:</b> <b>Principal</b>	 A Warboys
<b>Signature:</b> <b>Chair of Governors</b>	
<b>Date:</b>	May 2018