

# Health and Safety Policy

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## Monitoring and review

Staff responsible	:	CEO; Chief Operating Officer; Headteachers; Senior and Middle Leaders; Site Teams
Committee responsible	:	Board of Trustees
Links	:	
Date approved	:	March 2018
Review date*	:	March 2020

\*Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and re-circulated.

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**The Boleyn Trust Board of Trustees has agreed to this Policy and, as such, it applies to all Schools within the Trust.**

## Rationale

The Health and Safety at Work Act 1974 places a responsibility on all Employers to ensure the health, safety and welfare at work of all employees, and all employees to take reasonable care of their own safety. Teaching staff have a responsibility in loco parentis for the safety of children in their care.

The Boleyn Trust accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils and students, staff and others using the school premises or participating in school- sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils and students.

The aim of the Boleyn Trust is, *“To provide a safe and healthy working and learning environment for staff, pupils and students and visitors”*.

The arrangements outlined in this statement and the various other safety provisions made by The Boleyn Trust cannot prevent accidents or ensure safe and healthy working conditions. The Boleyn Trust believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Boleyn Trust will take all reasonable steps to identify and reduce hazards within its control to a minimum, however all staff and pupils and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

## Policy Statement

### THE DUTIES OF THE BOLEYN TRUST

In the discharge of its duty the Boleyn Trust in consultation with the Headteachers and its delegated Senior Managers, will:

- Provide Health & Safety leadership, explain expectations and determine how the organisation of and procedures will be delivered across the Trust.
- Make itself familiar with the requirements of the HEALTH AND SAFETY AT WORK ACT 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 9192 (SI 1992 No. 2051)
- Ensure that all relevant policies take account of health and safety requirements.
- Hear reports about the effectiveness of policies and ensure that any necessary changes are made.

In particular the Boleyn Trust undertakes to take all reasonable steps to ensure:

- A safe place for staff and pupils and students to work.
- Plant, equipment and systems of work, which are safe.
- Supervision, training and instruction so that all staff and pupils and students can perform their school-related activities in a healthy and safe manner. As part of the school staff development policy all staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities.
- Staff have access to updated copies of all relevant school policies.

So far as is reasonably practicable The Boleyn Trust, through the Senior Management Teams will make arrangements for all staff, including where possible temporary and voluntary staff and helpers and those on fixed- term contracts, to receive relevant information on:

- This policy.
- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- Ensure that the necessary advice, resources and support are provided to School Principals.
- Receive and review an annual report on accidents and other significant Health & Safety issues.

### THE DUTIES OF THE HEADTEACHERS

To manage the health, safety and welfare of staff, students and other persons on an individual School premises as directed by the Trust.

As well as the general duties which all members of staff have (see below) the Headteachers have responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils and students and any other person using the premises engaged in activities by the school and will take all reasonably practicable steps to achieve this end through the leaders of the appropriate departments, senior members of staff, teachers and others.

The Headteachers are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guide-lines are met in full at all times.

In particular, the Headteachers will be aware of the basic requirements of the HEALTH AND SAFETY AT WORK, etc. ACT 1994 and any other health and safety legislation and codes of practice relevant to the work of the school.

They will take all reasonable steps to:

- Ensure, at all times, the health, safety and welfare of staff, pupils and students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- Ensure safe working conditions for the health, safety and welfare of staff, pupils and students and others using the school premises and facilities.
- Ensure safe working practices and procedures throughout the school.
- Carry out periodic reviews and safety audits on the findings of assessments.
- Identify the training needs of staff and ensure, within the financial resources available, that all members of staff and pupils and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, pupils and students and others to promote health and safety and actively participate in improving Health& Safety.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and students and others are made safe without undue delay.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and students and others to achieve the highest possible standards and discipline on or off site those who consistently fail to consider their own well-being or the health of others
- Via the Business Manager/Operations Manager monitor first aid provision.
- ensure that all accidents dangerous occurrences, near misses and incidents of violence are reported in line with the Trust Policies.
- compile statistics on accidents in line with the Trust's Accident reporting procedure.
- Be available to any member of staff to discuss and to seek to resolve any Health & Safety issues not resolved at a lower level.
- Inform the Chief Executive of any relevant Health & Safety issues, significant failures, outcomes of investigations or prohibition notices.

## **THE DUTIES OF SENIOR LEADERS, MIDDLE MANAGEMENT AND SUPERVISORS**

To manage the health, safety and welfare of staff and other persons on an individual School premises as directed by the Headteacher.

All supervisory staff (Heads of faculty, Phase Leaders, support staff managers etc.) should be aware of the basic requirements of the HEALTH & SAFETY AT WORK, ACT 1974 and in detail any codes of practice which are relevant to the work of their area of responsibility.

In some departments, an annex to this Health and Safety Policy will be produced to:

- ensure the appropriateness of COSHH and other risk assessments for their faculties.
- monitor their implementation and to review them.
- ensure lesson plans take them into account.
- ensure the use of protective clothing and equip-met where appropriate and to ensure that this is available and properly maintained.
- ensure that materials and equipment purchased are safe and with no risk to health when correctly used.
- ensure accidents are reported in accordance with Trust Procedure

In addition to the general duties which all members of staff have (see below), they are delegated, overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.

They will take a direct interest in the school's health and safety policy and in helping other members of staff, pupils and students and others comply with its requirements.

As part of their day to day responsibilities they will take all reasonable steps to ensure that:

- Safe methods of work exist and are implemented throughout their department.
- Health and safety regulations, rules, procedures and codes of practice, COSHH and Fire Risk assessments are being applied effectively.
- Staff, pupils and students and others under their jurisdiction are instructed in safe working practices.
- New employees working within their department are given instruction in safe working practices.
- Regular safety inspections are made of their area of responsibility as required by the Headteachers or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and students and others.
- All plant, machinery and equipment in the department in which they work is adequately guarded.
- All plant, machinery and equipment in the department in which they work is in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- They monitor the standard of health and safety throughout the department in which they work, encourage staff, pupils and students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- All the signs used meet the statutory requirements.
- All health and safety information are communicated to the relevant persons.
- Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and students and others are made safe without undue delay.
- Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- **THEY REPORT, AS APPROPRIATE, ANY HEALTH AND SAFETY CONCERNS TO THE HEADTEACHER.**

## THE DUTIES OF ALL MEMBERS OF STAFF

All staff should be aware of the basic requirements of the HEALTH AND SAFETY AT WORK, ACT 1974 and in detail any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. All staff are required to:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- co-operate with instructions about health and safety.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. Science, Technology, Physical Education staff have particular codes of practice in their areas.

In particular, all members of staff will take all reasonable steps to:

- be familiar with the safety policy of the school and the department in which they are working;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils and students;
- see that all plant, machinery and equipment is adequately guarded;
- see that all plant, machinery and equipment is in good and safe working order;
- not make unauthorised or improper use of plant, machinery and equipment;
- use the correct equipment and tools for the job and any protective or safety devices which may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe;
- take an active interest in promoting health and safety and suggest ways of reducing risks;
- carry out the requirements of the discipline policy, records policy, trips policy, first aid policy - all of which have health and safety implications.

## **HIRERS, CONTRACTORS AND OTHERS**

When the premises are used for purposes not under the direction of the Headteachers then the lead person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated above in this document.

The Headteachers via the Business Managers/Site Managers will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity the, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of The Boleyn Trust, it will be a condition for all hirers, contractors and others using the school premises or facilities, that they comply with all safety directives of The Boleyn Trust and that they will not without the prior consent of The Boleyn Trust:

- introduce equipment for use on the school premises;
- alter fixed installations;
- remove fire and safety notices or equipment;
- take any action that may create hazards for persons using the premises or the staff or pupils and students of the school;

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **HEALTH AND SAFETY AT WORK, etc. ACT 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **HEALTH AND SAFETY AT WORK, etc. ACT 1974**.

Instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteachers will take such actions as are necessary to prevent persons in his or her care from risk or injury.

The Boleyn Trust draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the HEALTH AND SAFETY AT WORK, etc. ACT 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **STUDENT CODE OF CONDUCT**

There is a clear pupil and student code of conduct. Pupils and students are required to:

- maintain a high standard of behaviour at all times;
- to move about the school buildings in a quiet, safe and orderly manner;
- to stick to designated areas at break and lunchtimes;
- to follow any one-way system;
- to obey adult instructions.

## **STAFF CONSULTATIVE ARRANGEMENTS**

The Headteachers will incorporate agenda items on health and safety matters into meetings of existing groups. Management, standing committees and consultation meetings with professional association representatives will consider health and safety matters if convened and as appropriate.

## **CODES OF PRACTICE AND SAFETY RULES**

Policies taking into account the requirements of safety will be made available to all staff.

From time to time the Department for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies will issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

## **RISK ASSESSMENT**

The Senior Management Teams will ensure that risk assessments for methods of work and school-sponsored activities are conducted and reviewed

## **EMERGENCY PLANS**

The Headteachers will ensure that critical incident plans are prepared to cover fire, lockdown or other such major incidents which could put at risk the occupants of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything is done to:

- save life;
- prevent injury;
- minimise loss.
- The plans will be regularly rehearsed by staff and pupils and students. Records of such rehearsals will be kept by Site Managers/Business Managers.

## **FIRST AID**

- The Headteacher will offer first aid training for staff.
- The Headteacher will employ members of the support staff who will take responsibility for emergency first aid.
- Adequate and appropriate first aid provision will be provided based on a risk assessment.
- Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- A record will be made of each occasion any member of staff, student or other person who receives first aid treatment either on the school premises or as part of a school-related activity.
- Reportable incidents will be sent directly to the Chief Operating Officer.