



ASPIRE

Academies Trust

HEALTH AND SAFETY POLICY AND STATEMENT

Reviewed: December 2017 Review Frequency: Annually

Changes made: 3.9 Policy review cycle highlighting 2 yearly is maximum cycle time for review.
4.3 Local Advisory Bodies Text changed to highlight their strategic function.

STATEMENT OF INTENT

1. INTRODUCTION

- 1.1 Aspire policies are designed to support the Ethos, Aims and Vision of the Trust as outlined in our Strategic Intents. This policy is based on the Hertfordshire Model Policy.

2. RATIONALE

2.1 The objective of this document is:

- To set the general direction for health, safety and welfare throughout the Trust.
- To demonstrate the Trust's commitment to Health & Safety.
- To meet the requirement of Section 2(3), 3 & 4 of the Health and Safety at Work etc Act 1974 including a written statement of General Policy on Health & Safety.

2.2 This Health and Safety Policy Statement is the lead document for Health and Safety within the Trust and applies to all staff, non staff and Governors.

3.0 STATEMENT

3.1 The Trust Board of Trustees recognises its health and safety responsibilities under the Health and Safety at Work etc. Act 1974 and will take all reasonable steps to fulfil these responsibilities and ensure the health, safety and welfare of its staff, pupils, visitors and contractors using the academy premises or participating in school-sponsored activities.

3.2 Aspire Academies Trust believes that the prevention of accidents, injury or loss is essential to the efficient operation of the Academies and is part of the good education of its students.

3.3 Aspire Academies Trust will ensure, so far as is reasonably practicable, the safety of all staff, students and any other person who may be directly affected by its operations by:

- Ensuring significant health and safety risks arising from its activities are adequately controlled;
- Providing and maintaining safe plant, equipment and systems of work;

- Managing and maintaining a safe and healthy working and learning environment;
- Ensuring that staff receive appropriate training, and are competent to carry out their designated responsibilities;
- Providing sufficient information, instruction and supervision to enable all staff to avoid hazards and contribute positively to their own health and safety at work;
- Involving employees in health and safety decisions through consultation and co-operation.

3.4 Aspire Academies Trust will maintain appropriate health and safety management systems, arrangements and organisational structures, monitoring and reviewing its performance in line with legislation.

3.5 The Trust’s policy can only be implemented with the full co-operation of board members, Local Advisory Bodies (LAB) and staff.

3.6 All employees have duties under the Health and Safety at Work etc. Act 1974 and must actively support the Trust’s efforts to take reasonable care of their own safety and that of others who may be affected by their actions at work.
Failure to observe these duties could result in disciplinary action in line with the Staff Discipline policy.

3.7 Aspire Academies Trust will provide and maintain joint consultation on health and safety matters and will co-operate with agreed safety representatives.

3.9 This policy statement will be reviewed on an annual basis (Every 2 years is the maximum period for review) to sustain its compliance and effectiveness. Any changes will be brought to the notice of employees.

This policy statement supplements:

- Health and Safety Policy
- Educational Visits Policy
- Supporting Pupils with Medical Needs Policy
- Behaviour Policy
- Physical Intervention Policy

Signature

Signature

Chair of Trustees

Date:

Executive Principal

Date:

4. ORGANISATION AND RESPONSIBILITIES

4.1 The Board of Trustees

The Board of Trustees has strategic responsibility for Health and Safety within all areas of the Academies' undertakings. They shall ensure that:

- Sufficient resources and strategic direction are allocated by it and its Academies to ensure, as far as is reasonably practicable a safe and productive working and learning environment.
- Competent Health and Safety advice is available in order to assist line management and comply with regulatory controls.

4.2 The Executive Principal

The Executive Principal has overall responsibility for Health and Safety throughout Aspire Academies Trust and for ensuring that the objectives of this Health and Safety policy are implemented. They shall ensure that the Board of Trustees:

- Provide Health and Safety leadership focused on the management of significant risk.
- Monitor overall performance of the health and safety management system and are kept informed of, and alert to, relevant health and safety issues.

4.3 Local Advisory Bodies

Local Advisory Bodies are responsible for the implementation of the Trust's policy and ensuring effective Health and Safety management systems within their school. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the Academy.

- Local arrangements are developed which set out in detail the roles, responsibilities and duties of named individuals who will co-ordinate, manage and carry out the local procedures, under the overall supervision of the Principal
- Sufficient resources are allocated to meet Health and Safety obligations.
- Health and safety performance is subject to regular monitoring and review.

- Staff are involved and consulted on relevant Health and Safety matters.
- All staff know and accept their individual responsibilities regarding Health and Safety and that Health and Safety training programmes are in place and monitored.
- A member of the Local Advisory Body is responsible for championing Health and Safety issues. This individual liaises with the school and provides information to the Advisory Body.
- Any deficiencies or weaknesses brought to the attention of the Local Advisory Body are rectified.
- Carry out regular Health and Safety audits with the Aspire Compliance Officer.

4.4 The Principal

The Principal has responsibility for the day to day operation and management of Health and Safety, as delegated by the Board of Trustees within all areas of the academies' undertakings. They shall ensure that:

- The policies and procedures adopted by the Trust are fully implemented and followed by all staff.
- Communicating the policy and other appropriate Health and Safety Information to all relevant people including contractors.
- Health and safety matters are given due consideration with other commitments and form an integral part of their activities.
- Health and safety performance is reported to the Local Advisory Body, Executive Principal and Board of Trustees.
- Staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Consultation arrangements are in place for staff and their trade union representatives (where appointed), recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Effective arrangements are in place to pro-actively manage Health and Safety by conducting and reviewing inspections and Risk Assessments and implementing required actions.
- Monitoring purchasing and contracting procedures to ensure Health and Safety is included in specifications & contract conditions.

- School premises, plant and equipment are maintained in a safe and serviceable condition.

Whilst overall responsibility for Health and Safety cannot be delegated the Principal may choose to delegate certain tasks to other members of staff.

Responsibilities of other staff holding posts of special responsibility

The Principal may delegate functions and areas of responsibility to staff that are appropriate in the circumstances of the Academy. These staff will:

- Apply the Trust's Health and Safety policy to their own department or area of work.
- Ensure staff under their control are aware of and follow relevant published Health and Safety guidance.
- Ensure Health and Safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Principal of any problems they are unable to resolve within the resources available to them.
- Carry out regular inspections of their areas of responsibility and report / record these inspections.

4.5 Under the Health and Safety at Work Act etc. 1974 all Staff (including Volunteers, students on work experience and temporary workers) have general Health and Safety responsibilities and are obliged to take care of their own health, that of their colleagues, pupils and members of the public who may be affected by their actions.

All employees have responsibility to:

- Comply with the Academies Health and Safety policy and procedures at all times.
- Report all accidents and incidents in line with the Academies reporting procedure.
- Co-operate with and support management on all matters relating to Health and Safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any Health and Safety concerns immediately to their line manager.
- Take part in health and safety training and development and health surveillance programmes, as required.

Aspire Academies Health and Safety Policy and Statement 2017

5. ARRANGEMENTS

5.1 Health and Safety documentation and procedures

Academy Health and Safety Policy

- Each Local Advisory Body is required to establish specific health and safety policy statements and organisational arrangements to implement the Trust's policy.
- These local policies will provide detailed operational arrangements for Health and Safety and will as a minimum meet the standards and requirements set out in this policy.

Job Descriptions / Contracts

- Suitable clauses to highlight health and safety responsibilities are included in all employee contracts and job descriptions appropriate to individual roles.

Performance Management

- Performance management is used to set and measure performance against Health and Safety targets and objectives (where appropriate for the job description of the employee concerned). Performance management is also used to identify Health and Safety training needs and monitor competency.

Communication

- Health and safety information is communicated through line management. Trust's health and safety documentation is available in electronic and hard copy format.

Risk Assessments

- Each Academy shall conduct and record risk assessments and ensure findings are brought to the attention of relevant staff. Risk assessments are reviewed periodically and following any significant changes.

Induction training

- All new members of staff will be provided with Induction training appropriate to their role and needs.

Monitoring

- Proactive Health and Safety monitoring is a line management function. In addition, the Trust measures performance by audit, inspection and accident / incident reporting and investigation.
- Performance is reviewed and reported at Local Advisory Body meetings and at Aspire Academies Trust Board of Trustees on a formal and regular basis.
- A programme of Health and Safety audits is delivered across all Academies with each Academy required to develop, maintain and report of health and safety action plans to ensure continuous improvement.

LOCAL ARRANGEMENTS

Each academy will have in place the following as appendices to their local Health and Safety arrangements

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| Appendix 1 | - Risk Assessments |
| Appendix 2 | - Offsite visits |
| Appendix 3 | - Health and Safety Monitoring and Inspections |
| Appendix 4 | - Fire Evacuation and other Emergency Arrangements |
| Appendix 5 | - Fire Prevention, Testing of Equipment |
| Appendix 6 | - First Aid and Medication |
| Appendix 7 | - Accident Reporting Procedures |
| Appendix 8 | - Health and Safety Information and Training |
| Appendix 9 | - Personal safety / lone Working |
| Appendix 10 | - Premises Work Equipment |

- Appendix 11 - Flammable and Hazardous Substances
- Appendix 12 - Asbestos
- Appendix 13 - Moving and Handling
- Appendix 14 - Contractors
- Appendix 15 - Work at Height
- Appendix 16 - Display Screen Equipment
- Appendix 17 - Vehicles
- Appendix 18 - Lettings
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Swimming pool
- Appendix 23 - Work Experience
- Appendix 24 - Infection Control and Hygiene