



Health & Safety Policy Summary Document

This policy has been approved by Directors and the Operations Board

Date Policy was renewed:February 2018.....

Date of next renewal:February 2019.....

HEALTH AND SAFETY POLICY STATEMENT

Greenacre Academy Trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our pupils, employees while they are at work and of others, who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Trust, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Trust subscribes;
- setting and monitoring of health and safety objectives for the Trust;
- effective communication of and consultation on health and safety matters throughout the Trust;
- assessing the risks to the safety and health of our pupils, employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for pupils and employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Trust;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

Signature: _____

Name: Mr A Reese

Date: _____

Position: Chief Executive Officer -

ORGANISATION AND RESPONSIBILITIES

GENERAL RESPONSIBILITIES

The following individual post(s) have been allocated overall health and safety responsibilities within the terms of our policy:

- Mr A Reese, Chief Executive Officer
- Mr S Radlett , Trust Finance Manager

Day to day responsibility for ensuring the policy is put into practice and consultation with employees is delegated to:

- Mr S Radlett, Trust Finance Manager
- Mrs N Hewitt, Trust Admin Manager

Responsible Persons

It is important that health and safety standards are maintained and improved. Where necessary specific roles within the Trust have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.

Management Structure

The Board of Directors

Directors are responsible for strategic health and safety planning and for periodic review of health and safety performance.

The “ Trust SITE Sub-committee”

The Site Trust Board Committee are responsible to the Board of Directors for securing the full implementation of the Trust's Health and Safety Policy.

The Board of Directors and Trust Site Sub-committee, will implement the Trust's Health and Safety Policy by:

- Ensuring adequate resources, both personnel and financial, are allocated to secure implementation of the policy
- Planning, organising and implementing arrangements to eliminate or control significant risks and to comply with relevant statutory provisions;
- Determining and documenting procedures, operational instructions, guidelines and codes of practice to implement the Trust's Health and Safety Policy;
- Ensuring that their responsible managers and employees are capable, through recruitment, training or otherwise, to carry out their duties for health, safety and welfare;
- Setting health and safety performance standards to ensure effective management within their areas of control;

- Ensuring that all hazards are identified, significant findings of assessments are recorded, groups exposed to risks are identified and the actions taken to protect the health and safety of these groups are recorded;
- Ensuring that all employees are familiar with, and comply with, the requirements of the Trust's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and the Trust and departmental guidelines and instructions;
- Ensuring that contractors and sub-contractors have effective arrangements for health, safety and welfare;
- Establishing systems for monitoring all arrangements to ensure that they are working effectively;
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards; and
- Reporting annually to the Board of Directors on health and safety issues within the Trust.

Heads of Schools

Heads of School are responsible for ensuring that the requirements of this policy and legal requirements specific to their school are implemented and monitored.

They will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Trust Site Sub-committee and/or Health and Safety Advisers.
- Significant hazards within their school are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will work with the Finance and Admin Trust Managers to implement a system to manage health and safety within their school, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

Heads of Departments

Heads of Department are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

They will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Management Team and Senior Management Team.

- Significant hazards within their department are identified and suitable risk assessments undertaken, which will include general workplace risks, substance risks, equipment risks etc.
- Safety measures and controls identified by risk assessments are implemented.
- Employees and pupils are provided with suitable and sufficient information, instruction and training to enable compliance with this policy and legal standards.
- Will implement a system to manage health and safety within their department, which may include a schedule of inspection; service and maintenance arrangements for equipment and services; accident investigation arrangements.
- Equipment and substances are suitable for the purpose they are used.

Health and Safety Assistance:

To assist us in our undertaking we have appointed Medway Council - Tracy Barefoot et al as Health and Safety Consultants to provide competent advice and guidance.

Employees Shall:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Co-operate with management to meet the employer's legal duties and work in accordance with the Trust's procedures;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
- Demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

Pupils Shall:

- Comply with the Trust's rules and procedures.
- Take reasonable care of themselves and others.
- Co-operate with their teachers and other staff.
- Use equipment and substances in the manner in which they are instructed.
- Not misuse anything provided for the purposes of health and safety.
- Report anything they believe to be hazardous or dangerous to their Teacher/ Form Tutor/ Management Team.

Other Policies relating to Health & Safety

- First Aid Policy
- Lockdown procedures

- Supporting pupils with medical conditions Policy
- Risk assessment Policy
- Positive Handling Policy
- Food Policy