



# HEALTH & SAFETY POLICY STATEMENT

<b>Policy Presented</b>	Autumn 2016
<b>Date for Review</b>	Autumn 2017
<b>Principal</b>	Darren Foulke
<b>Chair of Governors</b>	Mary Tailby

*In recognition of their responsibilities regarding health and safety within the Academy delegated to them in the Scheme of Delegation, the Local Governing Body of Rothwell CofE Primary Academy have adopted the Health and Safety Policy approved by the LEAF Board of Directors and made available at [www.leafacademytrust.org.uk](http://www.leafacademytrust.org.uk). The following policy statement is an exact reproduction of that document, except where specific reference has been made to Rothwell CofE Primary Academy as an individual academy within the Trust.*

## **Introduction**

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work Act 1974, the LEAF Academy Trust is effectively discharging its statutory duties by preparing a specific written health and safety policy for Rothwell C of E Primary Academy.

Rothwell C of E Primary Academy's health and safety policy, which outlines the Academy's health and safety arrangements and the organisational structure, is freely available to all employees and to all interested parties upon request.

In order for the LEAF Academy Trust to discharge its statutory duties, employees are required by law to co-operate with management in all matters concerning the health and safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The Trust agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of the Board of Directors, delegated to Local Governing Bodies of each Academy through the Trust's Scheme of Delegation, to ensure that suitable revisions are made to reflect changes that have taken place within the Academy Trust or at individual academies or as a result of any relevant legislative changes. In addition, the policy will be reviewed if accident reports or the findings of any management inspections and/or risk assessments raise concerns.

## HEALTH AND SAFETY POLICY STATEMENT

LEAF Academy Trust and Rothwell C of E Primary Academy recognise the need to comply with the terms of Section 2 (3) of the Health & Safety at Work Act 1974 and with the safe working practices outlined in associated Health & Safety Regulations and Health & Safety Executive guidelines.

### To achieve this we will:

- Establish an organisational structure which ensures the Health & Safety policy will be implemented in full and updated as appropriate and will allocate adequate resources in proportion to risk and organisational priorities
- Ensure that leadership and management teams afford health and safety matters equal priority to other organisational functions
- Ensure that all significant risks to employees, students, visitors and contractors are assessed in order to develop and implement proactive measures aimed at eliminating, reducing or transferring those risks so far as is reasonably practicable
- Ensure the co-operation of all employees, directors, governors, students, volunteers, visitors and contractors in the operation of this policy
- Commit to providing the necessary information, instruction and training to all relevant stakeholders where applicable
- Co-operate with the government, regulatory bodies and other interested parties with the shared vision of being a safe organisation
- Regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement

**Signed:**

**Signed:**

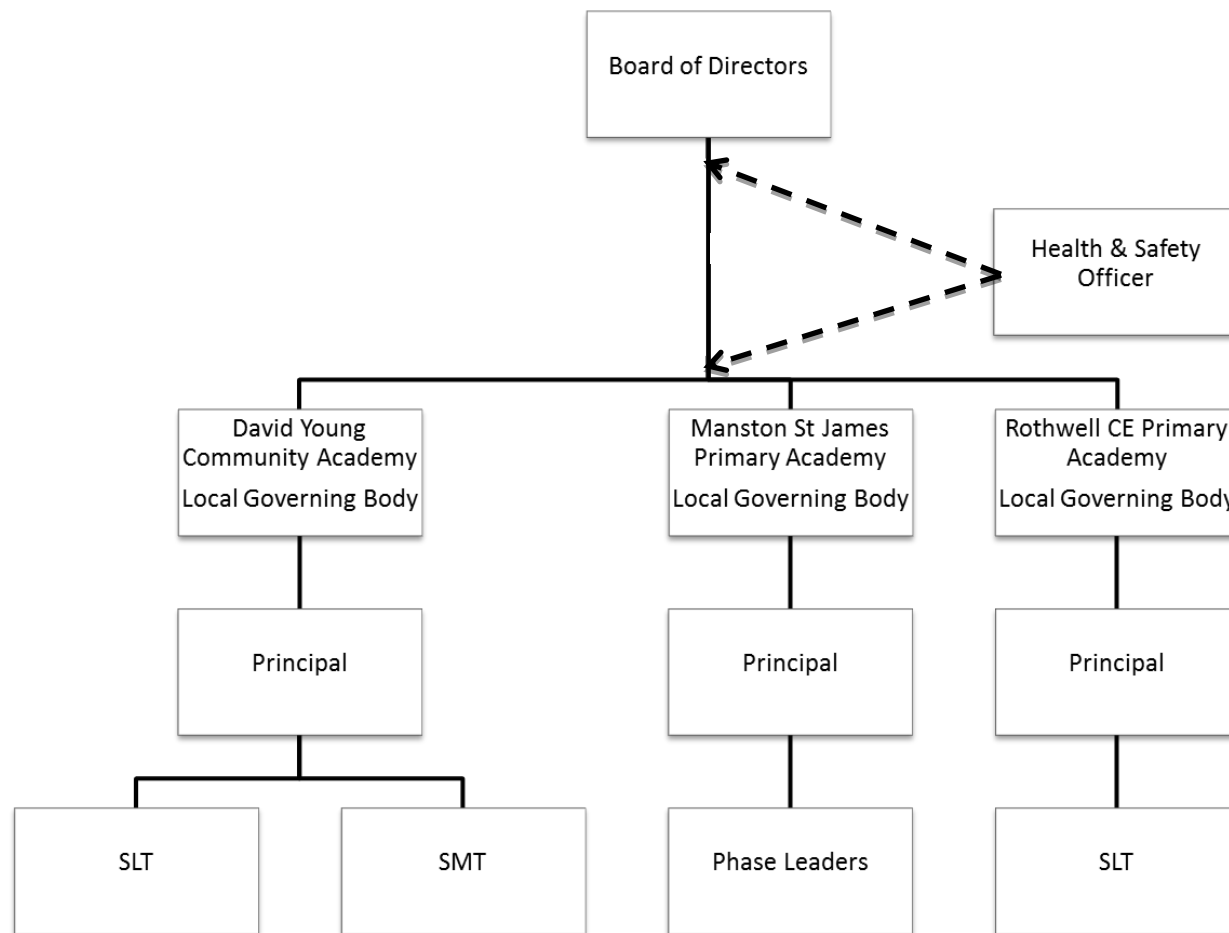
**Principal**

**Chair of Governors**

**Date:**

**Date:**

**LEAF ACADEMY TRUST HEALTH & SAFETY ORGANISATIONAL STRUCTURE & RESPONSIBILITIES**



## **Health & Safety Organisational Structure and Responsibilities**

The Board of Directors and the Local Governing Body have responsibility for producing and ensuring that the Health and Safety Policy is approved for use and that arrangements are in place for individual academies to effectively and efficiently implement the policy. Strategic Health and Safety planning and the periodic review of performance are also significant responsibility at this level of Governance.

The Principal at Rothwell C of E Primary Academy is immediately responsible to the Local Governing Body for securing the full implementation of the Academy's Health and Safety Policy.

Phase Leaders are responsible for ensuring that the requirements of the policy and all other legislative requirements are managed under the normal method of delegated powers and by adhering to a system of appraisal of management performance against agreed health and safety performance indicators.

Heads of Departments and/or subject specific staff are responsible for ensuring that the requirements of this policy and legal requirements specific to their sphere of activity are implemented and monitored.

The LEAF Academy Trust Health and Safety Officer has responsibility as the competent person for advising all stakeholders within the LEAF Academy Trust and individual academies in the discharge of their responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other health and safety legislation, and for liaising with relevant enforcement officers such as HM Inspectors of the Health and Safety Executive and West Yorkshire Fire and Civil Defence Fire Officers.

## Implementation

Rothwell C of E Primary Academy's Local Governing Body and Principal will implement the Academy'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 academy'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 and safety
- 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 Academy's Health and Safety Policy and that all new employees are inducted into the requirements of the Health and Safety Policy and any academy and departmental guidelines and instructions
- Ensuring that contractors and sub-contractors have effective arrangements for health and safety
- Establishing systems for monitoring all health and safety arrangements and to ensure that they are working effectively
- Reviewing information from monitoring systems to ensure continued and effective compliance with performance standards
- Reporting annually to the Board of Directors and/or the Local Governing Body on health and safety issues within the Academy

SLT's will ensure that:

- Any health and safety matters that they cannot deal with directly are brought to the attention of the Principal and/or Health and Safety Officer as appropriate
- 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/area of work, 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

All employees are responsible for:

- Complying with the Academy's Health and Safety Policy
- Taking reasonable care of their own health and safety and that of others affected by their acts or omissions
- Co-operating with their management in complying with relevant statutory provisions
- Using all work equipment and substances in accordance with the instruction and training received
- Not intentionally misusing anything provided in the interests of health, safety and welfare
- Following all prescribed safe working practices and not working while unfit to do so
- Reporting to their supervisor or manager any health and safety problem they cannot deal with themselves or any shortcoming they find in the health and arrangements.

All pupils will be expected to:

- Comply with school rules and procedures
- Take reasonable care of themselves and others
- Co-operate with their teachers and other school 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/Principal

Responsibilities of the Health and Safety Officer will include:

- Assisting in planning and implementing Health & Safety Programmes and the means of implementing them

- Providing the Academy with up-to-date safety information and advising on the action to be taken arising from Health & Safety Legislation, Codes of Practice, Guidance Notes and other material issued by the Health & Safety Commission and Executive
- Making periodic inspections of the workplace to ensure that unsafe equipment, working conditions, practices and fire hazards are identified as early as possible, thereafter reporting the results of such inspections with recommendations to remedy any defects to the Principal and Local Governing Body
- Whenever necessary, investigating the circumstances of an accident or dangerous occurrence, events leading to it, reporting on it and making recommendations to avoid a reoccurrence
- Promoting consultation between management and employees on risks to health and safety at the workplace and the means of eliminating the risks or reducing them to an acceptable minimum
- Promoting and taking part in safety educational programmes
- Ensuring that induction and other training programmes contain appropriate health & safety instruction
- Report on the effectiveness of the Academy Trust's and individual academies' Health & Safety Policy
- Liaising as appropriate with the Principal, Local Governing Body and other authorities and bodies on health & safety matters

### **Joint Consultation**

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the (Safety Representatives and Safety Committees Regulations).

The Academy recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the Principal to ensure that consultation takes place in good time on matters relating to employee's health and safety at work supported by the Health and Safety Officer.

Health and safety will be on the agenda of all relevant management meetings.

### **Items that may be included in the meeting are:**

- Review of accident statistics, near misses and trends
- New legislation
- Occupational health issues



- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by any reports, inspections or audits
- Completion of corrective actions
- Review of training needs

The Health and Safety Officer, along with other professional bodies where necessary, will inform the Principal and Local Governing Body of any relevant changes to health and safety legislation and guidance.

### **Audit and Review**

The principal means used for reviewing the Academy's Health and Safety Policy will be:

- Audits of health and safety management in individual departments
- Annual reports to the Board of Directors and/or Local Governing Body covering the management of health and safety within the Academy
- Regular evaluation and review to ensure that new legislation or other changing circumstances are incorporated within the Health and Safety Policy and that the Policy remains effective
- Evaluation of health and safety management against performance indicators to ensure that objectives are met and that best value provision is obtained

## General Arrangements and Standards affecting the Academy

The general arrangements and standards required to implement the Academy's Health and Safety Policy are set out within the Health and Safety Arrangements and Standards document for each Academy. The contents for Rothwell C of E Primary are outlined below:

- o Safety Management System
- o Accident Reporting and Investigation
- o Monitoring Processes
- o Risk Assessment
- o Asbestos
- o Building Work Contracts
- o Consultation with Employees
- o Contractors
- o Display Screen Equipment
- o Educational Visits
- o Electrical Appliances
- o Emergency Evacuations & Emergency Planning
- o First-aid
- o Fire Safety
- o Gas, Electric and Water Services
- o Glazing
- o Health and Safety for Design and Technology, Textiles and Food Technology.
- o Health and Safety in Science
- o Jewellery and Other Personal Effects
- o Liquefied Petroleum Gas and Other Temporary Heating
- o Lifting Equipment
- o Lone & Isolated Working
- o Manual Handling
- o Medication

- o Mobile Phones
- o New and Expectant Mothers
- o Noise
- o Occupational Health
- o Permits to Work
- o Personal Protective Equipment
- o Play Areas
- o Pupils Carrying Out Work Activities in School
- o Safe Use of Ladders, Step Ladders and Trestles
- o Safe Practice in Physical Education
- o School Premises Safety
- o Stage Equipment
- o Substances
- o Water Treatment
- o Training Records
- o Work at Height
- o Work Equipment
- o Work Experience and Young Persons' Safety