



HEALTH & SAFETY POLICY

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GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

MISSION STATEMENT

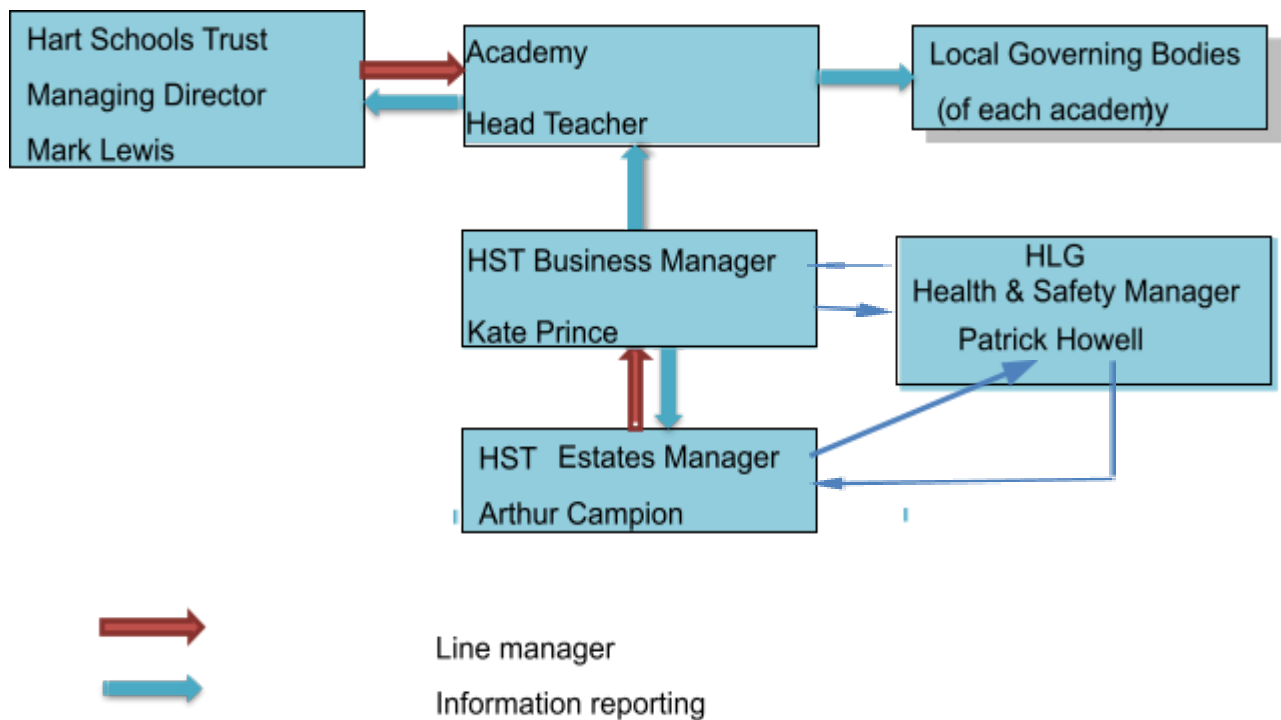
Section 2 (3) of the Health and Safety at Work Act 1974 requires each employer to prepare, and when appropriate to revise, a written statement of general policy with respect to the health and safety at work of their employees, and the organisation and arrangements in force for carrying out the policy, and to bring the policy statement to the notice of all employees and other interested parties.

- It is the policy of the Hart Schools Trust to operate in the safest practicable manner, consistent with statutory requirements and good practice. The health and safety of its employees and all those likely to be affected by its operations is the responsibility of the CEO. Adequate resources will be made available to ensure the success of this policy.
- It is the duty of the CEO to ensure that everything reasonably practicable is done to prevent injury and ill-health, and it is equally the duty of each employee to exercise personal responsibility for their own safety and that of others. This is required by statute.
- All employees are to be aware that, in the event of any conflict between the demands of service provision and safety, they will receive the support of the CEO if they reasonably choose the safety of employees or third parties as the priority.

Mark Lewis

CEO

HEALTH & SAFETY ORGANISATION CHART



STATEMENT OF ORGANISATION FOR CARRYING OUT THE HART SCHOOLS TRUST'S HEALTH AND SAFETY POLICY

INDIVIDUAL ACADEMY SCHOOLS

Each academy school recognises its statutory duty to provide effective reviewing of its health and safety provision and its duty of care. This is achieved by informal and formal arrangements. Informal reviewing is expedited by staff, who upon identifying or becoming aware of ineffective health and safety practices or situations, will remedy them accordingly.

Formal reviewing is carried out termly through advice from the appointed Health and Safety Manager at North Hertfordshire College.

In addition to updates on health and safety provided at each of its meetings in the regular Headteacher's Report, each local governing body (LGB) will receive and consider an annual Health and Safety Report presented by the Academy Headteacher. The report will include:

- A summary of significant matters raised at the Hart Learning Group Health and Safety committee meetings together with action taken to address those matters.
- A statement about policy implementation and any suggested changes to health and safety policies or procedures.
- A summary report covering accidents, incidents and matters reported to the relevant authorities.

- A summary report covering statutory compliance relating to building, fabric and structures including high risk areas such as fire safety, water quality and legionella, management of asbestos, gas and electrical safety.
- A statement about safety inspections, external audit reports and other monitoring activities.
- A summary of contact (if any) with enforcement agencies – Health and Safety Executive, Environmental Health, Fire and Rescue Service etc. - including any enforcement notices received.
- A summary of outstanding health, safety or welfare matters from previous reports.

CEO

The CEO is charged by the multi-academy trust to ensure that there is adequate management of health and safety within each academy and to this effect the CEO allocates the task to each Academy Headteacher.

The CEO shall recommend the provision of adequate resources when compiling annual budgets to maintain adequate health and safety standards.

HEADTEACHER

The Headteacher is responsible to the Managing Director for the following:

- Reporting to the Managing Director on health and safety matters.
- Overseeing the implementation of the Health and Safety Policy.
- Overseeing the management of health and safety generally, including the application of the Management of Health and Safety at Work Regulations.
- Keeping the Managing Director informed of developments which may affect the Trust's responsibilities in respect of health and safety.

HART LEARNING GROUP – TRUST BUSINESS MANAGER AND ESTATES MANAGER FOR HARTS SCHOOLS TRUST

The Estates Manager at each academy and the Trust Business Manager will be responsible for:

- Ensuring any building works comply with building regulations, fire regulations and construction design management.
- Ensuring, so far as is reasonably practicable, that the work of all external contractors is conducted in a safe manner.
- Managing the provision and maintenance of fire-fighting equipment.
- Reviewing and effecting procedures to be followed in the event of serious and imminent danger.
- Attending the HLG Health & Safety Committee Meetings.

The Trust Business Manager and Estates shall refer to the Health and Safety Manager who will provide advice and support to staff, students and others in relation to health and safety matters.

HART LEARNING GROUP, HEALTH AND SAFETY MANAGER

The Health and Safety Manager shall hold a formal qualification in health and safety.

The Health and Safety Manager is responsible to the Head of Estates and Facilities for:

- Acting as the focal point for day-to-day references on health and safety and giving advice or indicating sources of advice.
- Monitoring standards of health and safety matters when required.
- Obtaining specialist advice on health and safety matters when required.
- Monitoring, producing statistics, investigating and taking action where appropriate and keeping records of accidents and hazardous situations.
- Reporting events to the Health and Safety Executive as required by the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR).
- Developing, implementing and reviewing health and safety arrangements in consultation with appropriate employee and management representatives.
- Monitoring compliance with the Management of Health and Safety at Work Regulations and other relevant legislation and associated codes of practice.

The Health and Safety Manager shall have the delegated authority to order the immediate cessation of any activity which they consider poses an unacceptable risk to the health or safety of employees or others. In such a case they will make an immediate report to the HST Business Manager and the Head Teacher.

STAFF DEVELOPMENT

All identified staff training in health and safety matters will be delivered via the normal staff development route. The Health and Safety Manager will liaise with the Headteacher, Business Manager or Estates Manager in identifying and fulfilling these needs.

CHAIN OF RESPONSIBILITY

The chain of responsibility for health and safety matters within each academy will be the normal management structure.

ALL MANAGERS

Management have a general responsibility in their area of work for:

- the implementation of the Health and Safety Policy and applicable health and safety arrangements.
- the effective management of health and safety.

In particular, managers shall ensure that in their area of work:

- All staff (permanent and temporary) and pupils are aware of, understand and implement the Health and Safety Policy and associated arrangements.
- A safe place of work, and safe systems are established and maintained.
- Any health and safety problems are resolved, as far as they are able to do so, referring to the Health and Safety Manager for advice and further assistance if necessary.
- Appropriate health and safety records are kept and maintained.
- Regular safety inspections are conducted with remedial actions undertaken in a timely manner.
- Suitable and sufficient risk assessments are conducted, and robust and comprehensive control measures implemented.
- All staff and pupils are given an appropriate health and safety induction.
- Requirements for information, instruction, training and supervision are identified and provided to safeguard, so far as is reasonably practicable, the health, safety and welfare of all staff, pupils and others affected.
- All staff and pupils are encouraged to contribute positively to their own health, safety and welfare.
- All learning takes place, so far as is reasonably practicable, in a safe, healthy and supportive environment.
- Proposals are made to the Headteacher for safety equipment and/or additions or improvements to plant, tools, equipment or machinery which are required for safety reasons.
- There is co-operation with Trade Union Safety Representatives in providing access, information and consultation as appropriate.

Managers may be assisted in fulfilling their responsibilities by agreed competent persons.

ALL STAFF

All staff, whether permanent or temporary, are expected to:

- Be conversant with the fire, evacuation and first-aid emergency procedures and apply them as required. All such procedures are readily available to staff via the Staff Handbook.
- Know the specific control measures to be adopted in their own area of work and ensure they are applied.
- Be conversant with and comply with the Health and Safety Policy and associated arrangements.
- Follow any safe systems of work in place.

- Check that all required risk assessments are in place and readily available before undertaking any work-related activities, whether on premises or elsewhere.
- Ensure that all portable electrical equipment in use carries a valid test sticker.
- Bring to the attention of the appropriate line manager concerns over matters affecting health and safety.
- Observe standards of dress and hygiene consistent with health and safety.
- Exercise good standards of housekeeping and cleanliness consistent with health and safety.
- Use and not wilfully abuse, neglect or interfere with things provided for their own safety and/or the safety of others.
- Co-operate with other staff in promoting improved safety measures in the and comply with instructions given by their line manager in relation to health and safety.

TEACHING STAFF

The safety of students in classrooms, performance areas, studios, workshops and other such areas is the responsibility of the class teacher, or alternatively the teacher under whose control the students have been given access to the area concerned.

If, for any reason, (e.g. the condition or location of equipment or the physical state of the room) a teacher considers that they cannot accept this responsibility, they should discuss the matter with their line manager before allowing practical work to take place or access to be given.

The safety and wellbeing of all students participating in educational visits and other similar off-site activities is the responsibility of the teacher in charge.

In addition to the responsibilities listed for All Staff, teachers are expected to:

- Ensure that all students through the quality of their learning experience:
 - Gain an understanding of the importance of health and safety.
 - Understand how hazards are identified, risks are assessed and the principles of control measures.
 - Develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience.
- Exercise effective supervision of their students.
- Ensure students follow evacuation procedures and Personal Emergency Evacuation Plans are in place when required.
- Be aware of the first aid procedures in relation to students.
- Ensure activity/area specific risk assessments and control measures are understood and applied by all students.

- Deliver a health and safety induction to all students, commensurate with risk, and conduct checks on the student's understanding.
- Give clear instructions and warnings to students as often as is necessary (notices, posters and handouts are not enough).
- Ensure students, where necessary, correctly use protective equipment, clothing, guards, safe systems of work etc.

STUDENTS

All students are expected to:

- Exercise personal responsibility for the safety of themselves and others.
- Observe standards of dress consistent with safety and hygiene.
- Follow the instructions of staff in relation to safety and particularly in the use of tools, machines and apparatus.
- Obey all the safety rules of the Trust and individual School and in particular the instructions of staff given in an emergency.
- Use and not wilfully abuse, neglect or interfere with things provided for their safety.
- Comply with the Health and Safety Policy and associated arrangements, in particular those relating to smoking, alcohol and drugs.

ARRANGEMENTS FOR CARRYING OUT THE HEALTH & SAFETY POLICY

- The Trust will conduct its health and safety activities in accordance with the Health and Safety Policy and associated arrangements. These arrangements will normally be in the form of procedural documents and associated forms. The corporate policy and procedure documents are supplemented by area specific procedures, safety rules and safe systems of work.
- Draft policy and procedure documents will be produced by the Health and Safety Manager in consultation with relevant staff, including management teams and safety committees/representatives. When agreed by all parties they will be adopted via the Headteacher. The Headteacher will reserve the right to adopt a policy or procedure without delay, pending consultation, if the circumstances necessitate.
- All health and safety procedures will be reviewed by the Health and Safety Manager annually or sooner if prompted by external factors such as legislative changes, new or revised Approved Codes of Practice or guidance or internal factors such as audit findings, accidents, work related ill health, organisational changes etc.
- All health and safety policy and procedural documents will be regarded as indicating the standard to be observed by all staff and students. Staff or student disciplinary procedures may be invoked if there is a deliberate breach or disregard of these policies/procedures.

DISTRIBUTION/REFERENCE FOR POLICY & PROCEDURE DOCUMENTS

Policy and procedural documents and forms (new or revised) will be made available to all staff via the shared documents area at each academy and emailed as soon as they are adopted. It is the responsibility of teaching staff to ensure that relevant documents are made available to affected students.

It is the responsibility of all managers to be aware of the Health and Safety policy and procedural documents and to ensure that their staff (permanent or temporary) are able to access relevant health and safety documents.

LINKED PROCEDURES:

- Hart Learning Group policies.
 - Work-related driving policy.
 - Manual handling assessment.
- HST Audit Committee annual health and safety report, serious incident report, and crisis management report.
- Fire Evacuation procedure.
- First aid and administration of medication procedures.
- Risk assessments.
- Off-site visits policy.
- Control of Substances Hazardous to Health (COSHH) regulations.