

Health and Safety Policy

Approved by People and Organisation Committee 3rd July 2014

Ratified Board of Directors on 8th October 2014

THIS DOCUMENT TO BE REVIEWED ON A BIENNIAL BASIS

For: The Giffard Catholic Primary Academy and Nursery
SS Mary and John's Catholic Primary Academy
St Michael's Catholic Primary Academy and Nursery
St Teresa's Catholic Primary Academy
St Edmund's Catholic Academy

Date of Approval: 03/07/2014



Date to be reviewed: July 2016

INTRODUCTION

The health, safety and welfare of all the people who work or learn at our Academies are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Board of Directors, with the support of external advisors on health and safety matters, takes responsibility for protecting the health and safety of all children and young people, members of staff and visitors to any Multi Academy Company premises.

This policy will ensure compliance with Bishop Clearly Multi Academy Company and Ofsted requirements by establishing clearly defined roles, responsibilities and the arrangements that are to be in force at local level. This is a Multi Academy Policy, and needs to be taken and sections as appropriate customised to each local Academy.

There are five parts to this Policy:-

1	Statement Declaration of intent by the Chair of Board of Directors/Principal
2	Organisation The management structure and defining roles and responsibilities within the Academy
3	Arrangements The procedures and systems necessary for implementing the Policy
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements required within the Academy

2. ORGANISATION

The Board of Directors is responsible for the following:-

- a) the production of an Academy Health and Safety Policy, to be reviewed as required;
- b) ensuring that the requirements of health and safety legislation are met, and to promote best practice;
- c) ensuring that each Academy budget is managed on a risk priority basis, so that health, safety and welfare is maintained;
- d) ensuring that effective health and safety planning and target setting takes place within each Academy and that regular monitoring, audit and review of health and safety performance is undertaken;
- e) ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
- f) ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet those expectations;
- g) ensuring effective communication with the Academy Representatives, Principal, staff, parents and pupils in respect of health and safety matters;
- h) ensuring that the Audit and Risk Committee and each Principal recognises and sets out the roles of specialists (e.g. Health and Safety Officers, External Advisors, Fire Officers, etc) and the means of effectively liaising with them;
- i) ensuring that adequate resources are made available to ensure effective health and safety management and training.

In practice, the Board of Directors will delegate the functions necessary to discharge these responsibilities to the Principal and senior management team of the Academy, however they will ensure that they have adequate monitoring of these functions in place.

Principal

The Academy Directors have placed responsibility on each Principal to achieve the objectives of the health and safety policy. The Principal will ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Principals, Teachers and Support Staff have a common law duty of care for pupils which stems from their position in law "in loco parentis".

The Principal will:-

- a) manage the Academy budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process which:
 - ◆ eliminates accident potential as far as is reasonably practicable;
 - ◆ regularly reviews and updates risk assessments as appropriate, including post-accident risk assessments;
 - ◆ conform to statutory regulations and codes of practice and guidance and to best practice;

- ♦ takes account of individual personal requirements, such as special needs, individuals with poor literacy and those who use another language;
 - ♦ pays particular regard to pupils, service users, visitors and contractors, who may be unaware of the dangers and risks;
- c) ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported according to the Bishop Cleary Multi Academy procedures as well as legal requirements;
 - d) carry out investigations of all accidents and incidents in order to identify any measures necessary to prevent a recurrence;
 - e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their responsibility;
 - f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out those responsibilities;
 - g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
 - h) ensure that health and safety responsibilities are identified within job descriptions, as required;
 - i) evaluate, monitor and review local health and safety arrangements and performance formally once a year, or where there are significant changes to legislation, or following an accident/incident or organisational changes;
 - j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work can be effectively dealt with;
 - k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
 - l) ensure that the Chair of the Academy and Academy Directors are informed of any breach of health and safety statutory requirements, which cannot be effectively dealt with;
 - m) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
 - n) implement CDM procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by any external advisors
 - o) ensure that all welfare facilities are provided and maintained to an appropriate standard;
 - p) ensure that this policy is communicated to all Directors, employees and others operating at the Academy site.

Leadership Team

Each leadership team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Principal and Vice Principal:-

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input is provided, as required;
- b) ensure that health and safety is considered in routine meetings with staff;
- c) identify any employee health and safety training needs and ensure that these are communicated to the Principal;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;
- f) ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Principal;
- g) ensure that the Principal is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by the leadership team;
- h) ensure that all defective equipment or plant is taken out of use until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used when necessary;
- j) ensure that all areas of work are maintained to a high standard of housekeeping;
- k) respond appropriately to all hazards brought to their attention by employees;
- l) undertake appropriate health and safety training courses.

Employees

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a legal duty to:

- ♦ take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- ♦ co-operate with their employer, in allowing the employer to fulfil their health and safety obligations;
- ♦ correctly use work items or anything provided in the interests of health and safety;
- ♦ not interfere or misuse anything provided for their health, safety or welfare;
- ♦ provide specialist or professional knowledge required to inform risk assessments in their area;

Employees at each Academy must:

- ◆ Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies;
- ◆ Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service-users who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- ◆ Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- ◆ Be sensibly and safely dressed for their particular working conditions;
- ◆ Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- ◆ Use all safety equipment and protective clothing provided;
- ◆ Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- ◆ Maintain tools and equipment in good condition, reporting all defects to supervisor;
- ◆ Report to supervisor all accidents, incidents of aggression, work-related ill-health and near misses;
- ◆ Attend appropriate health and safety training courses;
- ◆ Have knowledge of all processes, materials and substances they use;
- ◆ Understand all fire evacuation procedures, the positions of fire safety equipment;
- ◆ Understand the risk assessments in their areas and comply with the control measures arising from them.

3. ARRANGEMENTS

The following arrangements will be adopted to ensure that Directors and each Principal fulfils their responsibilities and provides the foundation for securing health and safety of employees, and all users of the site.

Setting Health and Safety Objectives

The Directors and the Principal will specifically review progress of health and safety objectives at the appropriate Academy Working Group. Where necessary health and safety improvements will be identified and included within each Academy action plan.

Provision of an effective Health and Safety Training Strategy/Plan

Each Principal will produce a Health and Safety Training Plan on an annual basis if there are risks identified to ensure whole Academy training.

Provision of an effective Joint Consultative Process

The Academy Working Group responsible for Health and Safety will meet at least once per term. They will ensure that concerns are investigated and where necessary addressed within a clear action plan, with identified responsibilities and target dates for action.

Specialist Advice and Support

Specialist advice and support will be obtained from external advisors or Service Level Agreements with the Local Authority or nominated advisors.

Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- ◆ line management meetings and staff meetings at site;
- ◆ the Health and Safety section of the Academy Working Groups;
- ◆ provision of information relating to safe systems of work and risk assessments;
- ◆ communication of advice from Academy's Advisors and Educational Officers;
- ◆ communication of health and safety bulletins or information from EFA;
- ◆ communications with relevant specialist advisors and appropriate Union representatives;

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial Resources

The Directors will review each Academy budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate actions.

4. MONITORING

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by the Directors on a regular basis, or as required.

Health and Safety Action Plan and Objectives

The Academy Working Group will ensure that all health and safety objectives and actions are documented and carried out in a timely manner.

Accidents/Incidents

The Principal will ensure that accidents and incidents are reported and monitored in line with the legislation and the Multi Academy Company procedures. Following an incident/accident where a pupil is taken directly to hospital, taken home, is absent from the Academy or when an incident/accident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Chair of the relevant Academy and/or Health and Safety Advisors for further advice. Appropriate remedial actions will be taken.

Third Party Monitoring/Inspection

The Academy will be subject to third party inspection and monitoring, as follows:

- ◆ Ofsted
- ◆ Health and Safety Audits by external auditors

Actions arising from third party audit/inspection will be incorporated within the Academy action plan with appropriate target dates for completion.

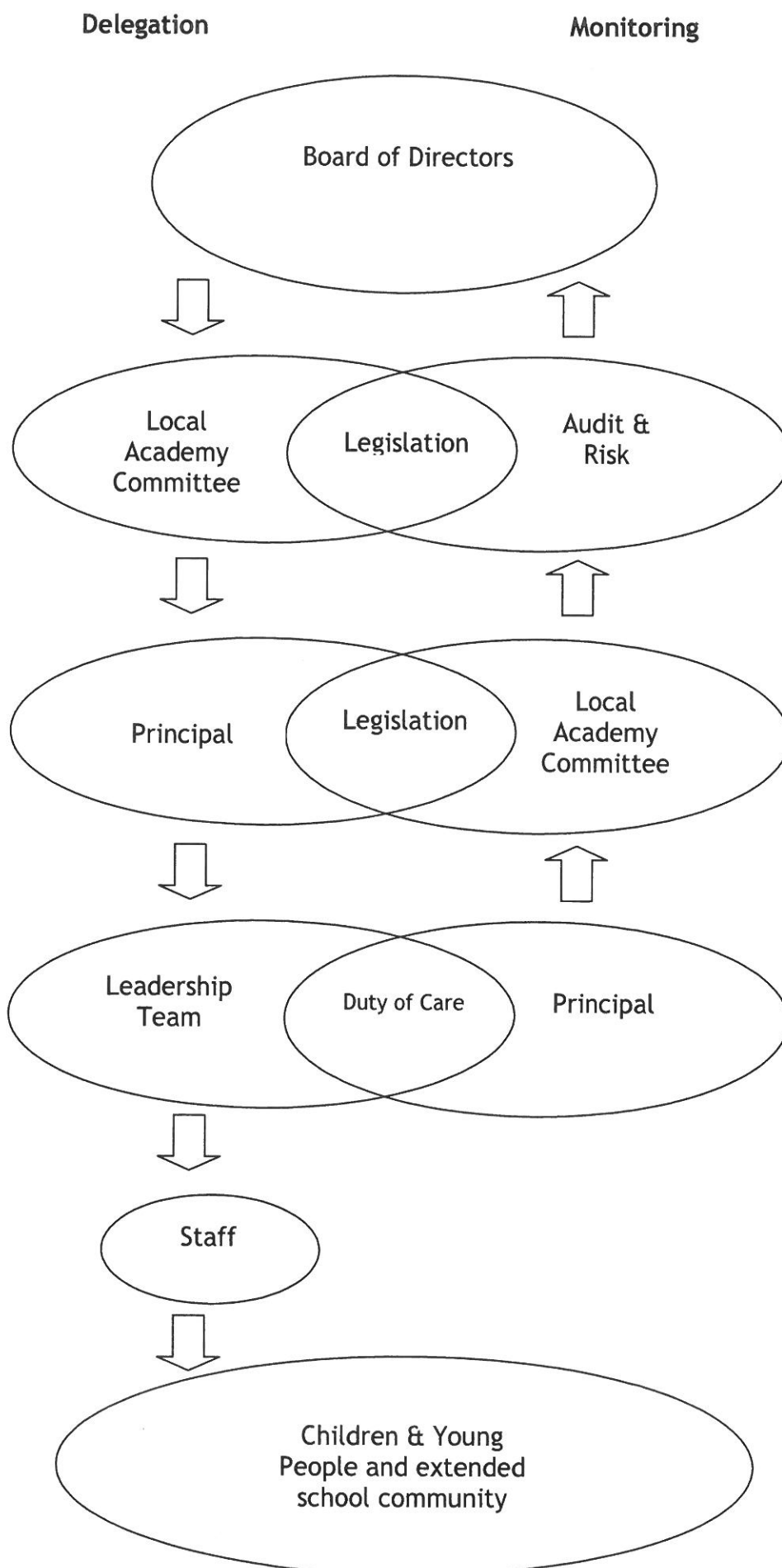
Signed:

Date: January 29th 2014

5. APPENDICES

5.1 Flowchart showing Company responsibility and delegation of duties

COMPANY RESPONSIBILITY AND DELEGATION OF DUTIES



1. STATEMENT

Good health and safety management will be an integral part of the operation of the Multi Academy Company, the Board of Directors, Chair of Academy Representatives, Principal, employees, partners and all other people with whom we do business.

The Board of Directors will ensure as a minimum compliance with all relevant legislation and approved codes of practice. The Board of Directors will be supported in this by Health and Safety Advisors. Where statutory standards and requirements are not in place the Board of Directors will endeavour to ensure best practice standards are developed and implemented.

Each Academy must ensure that:-

- ◆ all plant, equipment and premises meets the relevant safety standards as highlighted under good practice guidance in each of these areas.
- ◆ appropriate health and safety training is in place for all staff;
- ◆ a high concern for health and safety among all employees is encouraged through a consultative process involving trade unions and/or employee safety representatives as appropriate, which includes establishing a forum to raise and address Academy safety concerns. These should ideally be reported to the appropriate working group and as appropriate communicated to the appropriate Committee or Board of Directors.
- ◆ information and advice is provided to maintain safe working practices.

The Academy will expect employees to show a proper, personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Name of Academy

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Signed

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Principal

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Chair of Academy

Date:

Date:

Version	Date	Action/Notes	Signature of the Chair of Committee/Board
1	03/07/2014 08/10/2014	Approved by People and Organisation Committee Ratified by Board of Directors	