
HEALTH AND SAFETY

This policy is intended to comply with the Health and Safety at Work Act 1974. Its objective is to ensure that all practicable steps are taken to secure the health and safety and welfare of all persons using the Academy.

The appendix section sets out practical details for a number of areas

1. Policy Statement

- 1.1** Coast Academies recognises their responsibilities under the Health & Safety at Work Act 1974 (HSWA) to ensure that arrangements are in place to secure, so far as reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in Academy sponsored activities. The trust will actively work with the Heads of School/Headteachers and staff to identify hazards and where, these cannot be removed, ensure that they are adequately controlled.
- 1.2** Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.
- 1.3** The trust board with academy leadership will strive
- a) To establish and maintain in so far as is reasonably practicable:
 - An environment which is safe and without risk to health
 - Safe working procedures among staff and pupils
 - Safe and healthy arrangements for the handling, storage and transport of articles and substances
 - Safe means of access to and egress from the Academy
 - Ensure the safe use, maintenance and operation of all vehicles and mechanical/electrical equipment used by employees of the Trust.
 - b) To ensure, so far as is reasonably practicable, the provision of information, instruction training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety and that of others.
 - c) To teach safety where appropriate as part of the curriculum
 - d) To formulate effective procedures for use in case of accident and to lay down how these shall be followed.
 - e) To provide and maintain, so far as is reasonably practicable, adequate welfare facilities for staff and pupils.

f) To provide an effective system of reporting accidents, dangerous occurrences and potential hazards to health and safety.

g) To provide appropriate resources within the budget for the implementation of security arrangements – see appendix.

h) The Policy takes account of the 2013 RIDDOR revisions
<http://www.hse.gov.uk/pubns/indg453.pdf>

2. Organisation and Responsibilities

2.1 The Trust – Coast Academies

The ultimate responsibility for ensuring a safe and healthy environment within each Academy lies with the MAT board. The board will ensure that:

- adequate resources are available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put into place
- monitoring systems are in place to monitor the effectiveness of the school's risk control
- health and safety policies and procedures are reviewed in light of the results of internal and external audits
- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.
- health and safety inspections are in place for all academies

2.2 The Trust will also

Ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular:

- a) Make arrangements to ensure that the Academy complies with all relevant legislation
- b) Ensure that procedures are in place to identify hazards and evaluate risk control measures.
- c) Ensure that there is an appropriate management structure and periodically monitor its effectiveness through Academy Challenge Team visits or the academies external “competent person”

- d) Ensure that a lead Governor/trustee for Health and Safety has been identified
- e) Report regularly to the MAT board via Academy Challenge Team reports or the academies external “competent person”
- f) Ensure that key staff carry out their duties as appropriate for all health and safety matters.

In addition, the trust will ensure:

- a) A safe environment for pupils, staff, visitors and other users of the premises.
- b) Plant, equipment and systems that are safe.
- c) Safe arrangements for transportation, storage and use of articles and substances.
- d) Safe and healthy conditions that are compliant with statutory requirements.
- e) Adequate information, instruction, training and supervision.
- f) Provision of all necessary safety and protective equipment.

2.3 The Head of School/Headteacher

The Head of School/Headteacher as Key Manager is responsible for the day-to-day running of an individual academy and implementation of this Health & Safety Policy.

The Head of School/Headteacher is to assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises. In particular they will:

- a) Satisfy him or herself that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- b) To ensure that those staff to whom Health and Safety responsibilities are delegated, are suitably trained and competent to undertake such tasks
- c) Arrange for risk assessments to be carried out by a competent person.
- d) Put into effect any remedial measures or refer as necessary to the Governors or the trust
- e) Consult with members of staff on health and safety matters particularly accredited staff and safety representative.
- f) Maintain a liaison with local police and be aware of local security matters affecting the Academy.

- g) Attend or ensure an Academy representative attend health and safety briefings and training.
- h) Ensure all staff are aware of this Health and Safety Policy and have access to up-to-date Health and Safety guidance, advice and training.

2.4 Senior Staff

Those holding posts of responsibility are to familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day-to-day responsibility they are to ensure that:

- a) Safe working methods are in place.
- b) Supervision is adequate and training needs met.
- c) Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
- d) Any hazardous substances are correctly used and safely stored.

2.5 Facilities and Compliance Manager

The Facilities Manager has overall responsibility across the MAT for Health and Safety, security and premises related issues but will delegate appropriately to the Health and Safety officer in each academy. He/she must:

- a) Ensure each academy is using an effective Health and Safety tracking system. E.g. Smartlog
- b) Report directly to the board so that appropriate remedial action can be taken.
- c) Arrange for the required checks and tests to be carried out in each academy as appropriate and that these are recorded clearly in the tracking system
- d) Ensure that each academy has an up to date comprehensive fire risk assessment in place
- f) Ensure that contractors on site follow safe working practices.
- g) To ensure each academy has an effective system to report accidents and near misses as appropriate to the Health and Safety Executive and that appropriate remedial action is taken.
- h) To ensure that each academy has an appropriate health and safety training schedule and that training and review dates are managed effectively by the academy tracking system

(i) Manage the appointment of and work with an external consultancy to provide an independent assessment and audit of the Health & Safety processes and procedures across the Trust.

2.6 Health and Safety Officer/Co-ordinator

The Health and Safety officer responsible for each academy has responsibility delegated by the Head of School/Headteacher for co-ordination and day-to-day management of Health and Safety matters including managing the academies' Health and Safety tracking system. This role is line managed by the trust's facilities and premises manager.

Key duties may include:

- Carrying out staff Health and Safety Induction
- Checking that risk assessments are in place
- Carrying out site walks and daily/weekly checks together with site staff
- Logging and tracking all health and safety related activity eg fire alarm checks
- Monitoring school level actions plans related to health and safety
- Alerting senior leaders to any health and safety matter

2.7 All Staff

Members of staff also have health and safety responsibilities. In particular staff are required to:

- a) Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- b) Co-operate with health and safety arrangements including training
- c) Report any defect or any other health and safety matter that they are aware of.
- d) Use correct equipment, tools and protective clothing issued.
- e) Ensure anything, including systems and procedures provided in the interests of health and safety or welfare, is not misused or interfered with.

2.8 The Pupils

Pupils are expected to:

- a) Exercise personal responsibility for the safety of themselves and others, bearing in mind the age and experience of the pupil.
- B) Observe standards of dress consistent with safety and hygiene
- c) Observe the safety rules of the Academy and in particular the instructions given by staff in emergency:

2.9 Health and Safety Representatives

The trust and all levels of Academy management will co-operate with any Health and Safety Representative nominated by a recognised Trade Union.

2.10 Emergencies

Details of emergency procedures in the event of accidents or fire are shared through policies and guidance using SharePoint. A critical incident plan must be in place for all academies

A list of staff with first-aid qualifications will be clearly displayed in each academy. Staff are encouraged to take part in first-aid training courses.

2.11 Concluding Statement

Suggestions from any source to improve standards of health and safety are welcomed by the SLT, the local governing body and the trust.

3. Employer's Liability

Legal liability for accidental bodily injury, illness or death of employee, pupils or visitors, if provided to be the fault of the Academy rests with Coast Academies

Please refer to [Health and Safety Guidance document](#) for a full list of procedures.

This policy was approved by the board

	Date
Val Dixon	16.07.18
John Taylor	19.11.18
Tim Stephens	--/--/ 2020

Chair of Governors Tim Stephens:

Signed Date.....