Health and Safety Policy

Name: Head of Estates

Name: Trust Board Date: October 23

Date: September 23 Date: September 24

WELLBEING/WELFARE .....

HEALTH AND SAFETY POLICY STATEMENT

The Trust Board of Hamwic Education Trust (HET) recognises that under the Health and Safety at Work etc. Act 1974 it has a duty to ensure, so far as is reasonably practicable, the safety, health and welfare of all persons affected by its activities, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using HET premises or participating in sponsored activities. It believes that the prevention of accidents, injury or loss is not only essential to the efficient operation of the HET but is also an essential aspect of the education of its pupils.

The Trust Board aims to provide a safe and healthy working and learning environment for staff, pupils and visitors. In pursuit of this, we seek to ensure, so far as is reasonably practicable:

The provision and maintenance of safe workplaces, and safe systems of work;
Clear definition of responsibilities of employees at all levels;
Provision of appropriate information, instruction, training and supervision;
Provision of effective systems of communication on all health and safety matters;
Adequate opportunities for employee consultation on health and safety matters;
Co-operation with other organisations in respect of health and safety

HEALTH AND SAFETY DUTIES AND RESPONSIBILITIES OF THE TRUST BOARD

1.1 The Trust Board hold the status of the employer itself. As such the Trust Board is responsible for the duties of the employer as laid down in the Health and Safety at Work etc. Act 1974 and its subordinate legislation. The CEO will report to the Trustees however responsibility for health and safety is delegated to the school leader and governors within their schools with support from HET managed services. The Trust Board will work with the CEO and managed services to ensure the HET is health and safety compliant at all times.

1.2 In the discharge of its duties the Trust Board will:

a. Make itself familiar with the requirements of the Health and Safety at Work etc Act 1974

training is provided. Pupils will receive such training as is considered appropriate to the activities which they are carrying out. All training will be regularly updated;

f. Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;

g. Adequate welfare facilities

1.4 The Trust Board, through the school leader and the business managers will make arrangements for all staff, including temporary staff and those on fixed-term contracts to receive comprehensive information on:

a. This policy;

b.

HEALTH AND SAFETY DUTIES AND RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

2.1 The CEO will make themself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice. They will allocate roles and responsibilities where applicable. However, responsibility for health and safety is that of the Trust Board and the CEO with support from HET managed services. The Trust Board will work with the CEO and HET managed services to ensure the HET is health and safety compliant at all times.

2.2. In addition to the general duties, which all members of staff have, the CEO will be directly responsible for the implementation and operation of the HET health and safety policy within their area of responsibility. This may be delegated down to the HET Head of Estates.

2.3 As part of their day-to-day responsibilities they will ensure, within the area under their control that:

HEALTH AND SAFETY DUTIES OF THE SCHOOL LEADER

The overall responsibility for health and safety is that of the school leader with support from the Trust Board, the CEO and HET managed services. The Trust Board will work with the CEO and HET managed services to ensure the HET is health and safety compliant at all times.

3.1 As well as the general duties which all members of staff have (see 7.1) school leaders working with HET managed services will ensure the implementation of the policy and development of safe working practices and will take all reasonably practicable steps to achieve this end through managed allocation of duties to the heads of appropriate departments, senior members of staff, teachers and others as appropriate.

3.2 The school leader is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

3.3 In particular, the school leader will, in conjunction with HET managed services;

a) Have a working knowledge of the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practices relevant to the work of the HET;

b) Ensure, at all times, the health, safety and welfare of staff, pupils and others using school premises or facilities or services or attending or taking part in sponsored activities. This will involve ensuring the relevant risk assessments are in place and signing them off;

c) Ensure safe working conditions for the health, safety and welfare of staff, pupils and others using our premises and facilities;

d) Ensure safe working practices and procedures throughout, including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled;

e) Consult where appropriate with members of staff, including school's health and safety representatives on health and safety issues;

f) Carry out periodic reviews to ensure that the requirements of the policy are being met;

g) Identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in health and safety matters;

h) Encourage staff, pupils and others to promote health and safety;

i) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, pupils and others are made safe without delay;

j) Encourage all employees to suggest ways and means of reducing risks;

k) Collate accident and incident information and, where necessary, carry out accident and incident investigations;

l) Monitor the standard of health and safety throughout school, including all activities, encourage staff, pupils and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;

m) Monitor first aid and welfare provision;

n) Monitor the management structure, along with the governors;

o) Ensure the health and safety audit is reviewed and any actions completed with the specified time

3.4 to enable the school leaders to meet the above duties the deputy headtacher (DHT), senior leadership team (SLT), staff and the school site staff will assist with the day-to-day implementation of the policy.

6.5 They will receive any health and safety inspection reports of either internal or external origin and ensure they are distributed as necessary and are acted upon.

6.6 They will ensure that risk assessments are carried out for activities within their area of responsibility by

h) Where temporary works are being carried out (by either school maintenance staff or external contractors) that may introduce additional fire risks that are not included within the existing fire risk assessments, that a temporary works fire risk assessment is completed. Such works may also require the use of a hot works permit, in which case it will be issued and controlled by the contractor carrying out the work;

i) Should an unforeseen hazard or situation occur while carrying out the work, which has not been identified in the risk assessment, and report the fact to the school leader and/or the Head of Estates so that the additional control measures required can be identified;

j) Remain particularly alert to your surroundings, ensuring that you do not inadvertently put yourself in a position where you may be exposed (or expose others) to a high-risk situation (potential fall from height, contact with electricity, confined spaces, disturbing asbestos etc.).

HEALTH AND SAFETY DUITES OF ALL MEMBERS OF TEACHING STAFF AND ALL OTHER SCHOOL STAFF

7.1 All staff are to make themselves familiar with:

a) The general requirements of the Health and Safety at Work etc. Act 1974;

b) Any other health and safety legislation and codes of practice which are relevant to the department in which they work.

This is carried out by individual schools via induction and health & safety training. Records are kept by the schools and spot checked during a health & safety audit. Staff also complete online H&S training via click HSE.

7.2 All staff are:

a) To take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;

b) To co-operate with the employer, school leader or, in the case of HET managed services, the CEO so far as is necessary, to enable the employer to meet their statutory duties regarding health, safety

Class teachers are expected to:

a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;

b) Teachers should not leave pupils unattended and must ensure that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas at any time;

c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary:

d) Ensure the use of personal protective equipment and guards where necessary;

e) Make recommendations to the school leader or the Head of Estates on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;

f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national curriculum requirements for safety education,

g) Ensure that no personal items of equipment (electrical or mechanical) or proprietary substances are brought into the premises without authorisation;

h) Regularly check their classrooms for potential hazards and report any observed to the site manager;

i) Report all accidents (including near misses) to the Head of Estates at HET managed services using the online form; https://incidents.hamwic.org/

j) Report all hazards, issues and defects to the site manager using the helpdesk;

k) Complete an annual classroom check list which can be found on the Intranet.

Pupils, in accordance with their age and aptitude, are expected to:

a) Exercise personal responsibility for the health and safety of themselves and others;

b) Observe standards of dress consistent with safety and/or hygiene;

c) Observe all the health and safety rules of their school and, in particular, the instructions of staff given in an emergency;

d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

HEALTH AND SAFETY DUTIES OF SCHOOL GOVERNORS

The overall responsibility for health and safety is that of the Trust Board and the CEO supported by HET managed services. The Trust Board will work with the CEO and HET managed services to ensure that HET is health and safety compliant at all times. However, each school governing body retains a duty of care to all of its staff and pupils. Usually, each governing body will elect one or two governors as being responsible for its health and safety duties. For schools with no Governing body the school Leader will be responsible for reporting H&S concerns and issues to the Board. Along with advice from HET managed services.

HEALTH AND SAFETY DUTIES OF HIRERS, CONTRACTORS AND OTHERS

8.1 When school premises or facilities are being used out of normal school hours for a sponsored activity or a non-school related activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

8.2 When the premises are hired to persons outside the employ of the HET it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives and that they will not, without the prior consent of the HET, school leader of the Local Governing Body (LGB):

a) Introduce equipment for use on school premises;

ASBESTOS

HET recognises its duty to manage asbestos and as such a survey of all of our premises has been carried out by competent persons to identify any potential Asbestos Containing Materials (ACMs) and establish an

E-SAFETY

HET schools have a separate policy for

The following is a summary of the procedure:

Anyone discovering an emergency situation should press the nearest “break glass” to activate the fire alarm;
When the fire alarm sounds all persons should leave the building by the nearest exit. Lifts should not be used;
Walk quickly to the assembly point and stay there unless requested to do otherwise by the fire marshal. Assembly points are noted on the evacuation notices displayed around the school sites;
Do not stand near any buildings. Assembly points are a safe distance away from the building;
Do not re-enter the building until instructed to do so. Obey instructions issued by the fire officer, school leader and fire marshal.

There are a number of basic fire safety rules, many of which are no more than tidiness and good housekeeping:

a) Combustible materials, such as cardboard boxes and packaging materials should not be kept about the school unless they are specifically required for some purpose. When such materials are not in use, they are to be kept in a designated storage area;

b) Corridors, stairways, entrances and exits are to be kept clear and, in particular, kept free of combustible materials. Stairways and corridors, which form part of escape routes, be kept clear;

c) Classroom displays and work displayed in corridors are to be set up with care. Decorations can be a fire risk if they are hung near sources of heat or from light fittings

HAZARDOUS SUBSTANCES COSHH

The requirement to assess hazardous substances either in use or created by schools' operations is a requirement of the control of Substances Hazardous to Health (COSHH) Regulations. Hazardous substances are those identified as corrosive, irritant, toxic, harmful and any with a Workplace Exposure Limit (WEL), which will include dusts, e.g., pottery, wood etc. and biological hazards.

b) Standing or sitting for long periods of time;

c) Exposure to infectious diseases;

d) Exposure to lead;

e) Work related stress;

f) Workstations and posture;

g) Exposure to radioactive material;

h) Threat of workplace violence;

i) Long working hours;

j) Excessive workplace noise;

k) Exposure to hazardous substances;

l) Compliance of employees with the company's smoking policy

This risk assessment will be regularly reviewed to ensure that it remains valid. Employees will be afforded the following maternity rights:

Paid time off work for antenatal care. An appointment card or other document showing that an appointment has been made will be required (with exception of the first appointment);
Maternity leave;

WELLBEING/WELFARE

The wellbeing of staff is seen as an integral part of the HET's health and safety responsibilities. The Trust Board have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect