



EBOR ACADEMY TRUST

# Health & Safety Policy for Each Individual Academy Within the Ebor Academy Trust

Signature of Academy Chair of Governors \_\_\_\_\_

Signature of Academy Head Teacher \_\_\_\_\_

Date of adoption: \_\_\_\_\_

Date of review: \_\_\_\_\_ (every 1 year)

# STATEMENT OF INTENT

Academy Management at Patrington CE Primary Academy believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the Academy.

We are committed to:

- Reducing accidents and work related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities on and off the Academy premises
- Providing a safe, healthy and secure working and learning environment for staff and pupils
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessments and control measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the Academy for all
- Ensuring adequate resources are made available for effective health and safety management,
- Learning from our own health and safety experiences and sharing learning opportunities with other Academies, and implementing control measures where appropriate
- Select and engage competent contractors who will work safely
- Providing adequate first aid cover and occupational health support

To ensure the above commitments can be met the Ebor Academy Trust Safety Management System (SMS) has been adopted. All governors, staff and pupils will play their part in its implementation.

Name     Mrs J Speck     Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of Governors)

Name     Mrs J Grant     Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Head Teacher)

# ORGANISATION

In order to achieve compliance with the Statement of Intent, specified roles within the Academy management structure will have additional responsibilities assigned to them as detailed below.

## THE GOVERNING BODY

- Raise matters of evident concern with the Academy Health & Safety Officer/ Academy Head Teacher/Trust Facilities Manager/Trust Health & Safety Advisor
- Ensure all reasonable steps are taken so that the Academy is complying with Ebor Academy Trust's Safety Management System
- Promote a sensible approach to health and safety within the Academy
- Seek and accept advice from Ebor Academy Trust's competent health and safety advisers when appropriate.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Work closely with the head teacher and other Academy leaders to adopt a sensible attitude towards health and safety management – ensuring a proportionate response to reduce to health and safety risks in the Academy
- Support the Academy in creating clear procedures which assess the risk from hazards and produce safe systems of work.
- Ensure Health and safety performance of the Academy is measured both actively and reactively
- The Trust health and safety policy and performance is reviewed as a minimum annually or when there is a change of head teacher or Chair of Governors.
- Oversee, monitor and assist when requested through the Ebor health and safety audit.
- Oversee and observe the undertaking of the Trust's work place inspections (WPI).

## THE HEADTEACHER/HEAD OF SCHOOL

The Head Teacher has the following health and safety management responsibilities – to ensure:

- That the Academy is following the Ebor Academy Trust Safety Management System and ensure that appropriate arrangements exist within the Academy to effectively manage risks
- The staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the Academy.
- Consultation takes place with employees and their representatives on health and safety matters
- Systems are in place for undertaking specific requirements set out in the compliance notes within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their Academy and also for sharing experiences with peers across EBOR
- That Educational visits/off site learning is managed in line with the Evolve system adopted by EBOR
- That the key Health & Safety roles identified in the SMS are given to named individuals, the roles are the Trust Health & Safety Officer; Educational Visits Co-ordinator; Site Asbestos & Legionella Co-ordinator; First Aiders & Fire Wardens – and that each person has sufficient

time and resources to carry out the requirements placed upon them through the SMS and H&S legislation.

- Staff have a sensible approach to health and safety within all the Trust's activities.
- Ensure that sufficient budgetary resources are available to ensure an acceptably safe and healthy working environment.
- Ensure that Academy staff understand and accept their roles and responsibilities in ensuring effective health and safety management within the Ebor Academy Trust.
- Consultation takes place with employees and their representatives on health and safety matters.
- Ensure effective communication throughout the Ebor Academy Trust to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place for undertaking specific legislative health and safety requirements
- The need for continuing improvement in health & safety performance is promoted within their Academy and also for sharing experiences with peers.
- To Oversee the Safety of Educational Visits for their Academy.
- Ensure a lead Governor for Health & Safety has been appointed of the Local Governing Body

#### **ACADEMY HEALTH & SAFETY OFFICER**

- Ensure that their Academy is working to Ebor Academy Trust safety management system and legal standards for health and safety
- Co-ordinate and manage the annual risk assessment review and revision process for their Academy.
- Co-ordinate the workplace inspections and active monitoring process for their Academy
- Make provision for the inspection and maintenance of work equipment throughout the Academy, including the statutory examination and testing of specific equipment.
- Manage the local Fire Risk Assessment; Fire Drills and Emergency evacuations including developing any Personal Emergency Evacuation Plans
- Oversee the local management of Asbestos; Legionella and all property compliance issues for their site
- To Oversee the Safety of Educational Visits, as the Educational Visits Co-ordinator
- Manage the keeping of records of all health and safety activities and monitoring
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place
- To co-ordinate the control of contractors on site when work is being undertaken
- Ensure only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Effective communication throughout the Academy to ensure that all receive appropriate health and safety information including contractors.
- Systems are in place for the provision of suitable and timely staff health & safety training.
- The need for continuing improvement in local health & safety performance is promoted within their Academy and also for sharing experiences with peers across The Trust.
- Ensure clear procedures are created which assess the risk from hazards and produce safe systems of work

- Ensure that the Academy is following the risk assessments and safe systems of work to ensure that appropriate arrangements exist within the Ebor Academy Trust to effectively manage risks.

## **ACADEMY LOCAL GOVERNOR HEALTH & SAFETY LEAD**

- Help and support the academy in the implementation of any health and safety directive put forward by the Trust.
- Raise matters of evident concern with the Academy Health & Safety Officer/ Academy Head Teacher/Trust Facilities Manager/Trust Health & Safety Advisor.
- Be the link between the governing body and the Academy in relation to Health & Safety
- Meet with the Trust Health & Safety representative regularly.
- Actively monitor and review Health & Safety performance across the academy through Work Place inspections.
- Follow up on WPI and monitor any Health and Safety performance issues within the Academy.
- Keep the Local Governing Body up to date with any Health and safety concerns across the Academy.

## **TEACHERS & ALL SUPPORT STAFF**

Teachers and all support staff as part of their normal activities in and out of the Academy while at work shall:

- Take reasonable steps to safeguard their own health and safety and that of others including pupils and colleagues
- Follow health and safety instructions, rules.
- Understand that failure to follow reasonable health & safety instructions, rules, is an offence under Health & Safety legislation and could result in the employee being disciplined under the Ebor Academy Trust disciplinary procedures or possibly prosecuted by the HSE in the event that the failure to follow instructions resulted in an accident/incident.
- Not do work for which they are not competent
- Not do work for which there are inadequate instructions or which they believe to be unsafe
- Report all incidents and other identified problems to their line manager as soon as possible
- Be accountable to their immediate line manager for complying with these basic requirements.
- Take reasonable steps to safeguard their own health and safety and that of others including contractors, colleagues and pupils
- Cooperate with colleagues including contractors to ensure that the Ebor Academy Trust remains safe
- Raise any concerns about health and safety with the Academy Head Teacher and/or Academy Health & Safety Officer
- Discharge any specific health and safety duties in accordance with current Safety instructions
- Attend health and safety training as directed by the CEO Ebor Academy Trust/Head Teacher/Academy Health & Safety Officer
- All staff have a responsibility to advise the CEO Ebor Academy Trust/Head Teacher/Academy Health & Safety Officer of situations or activities that are potentially hazardous to the health and safety of staff, contractors and visitors.

## **ROLES AND RESPONSIBILITIES**

The head teacher may delegate the following responsibilities to the Academy Office Manager or a person in a similar role:

- Ensure the Ebor Health & Safety poster is displayed in a prominent place with photographs and names of those personnel who have been given/delegated responsibilities as outlined below.
- Co-ordinate and manage the annual risk assessment review and revision process for the Academy in line with the EBOR Safety Management System
- Co-ordinate the workplace inspections and active monitoring process in line with the EBOR SMS
- Make provision for the workplace inspection and maintenance of work equipment throughout the Academy, including the statutory examination and testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the Academy generally
- To co-ordinate the control of contractors on site when work is being undertaken in line with the SMS.

The following roles are delegated where appropriate (if not delegated, the head teacher assumes responsibility):

Academy Health & Safety Officer

Local Governing Body Health & Safety Representative

Site Asbestos Liaison Officer (SALO)

Site Legionella Representative (SLR)

Responsible person for fire safety (RPFSS)

First Aid

Educational Visits Coordinator

Fire Wardens/Co-ordinator