

# Health & Safety Policy

## Ashmole Trust



**Written by:** Ms Brennan - CFO

**Approved by:** Mr Sullivan – Executive Head Teacher **Date:** September 2021

**Last reviewed on:** September 2021

**Next review due by:** September 2022



## Ashmole Academy Trust

# Health & Safety Policy

### General Statement of Intent

1. The Trust and its local governing committees recognises and accepts its duties under the Health & Safety at Work Act 1974 (HSW Act) and other legislation.
2. Within the Trust and its governance executive authority, they shall safeguard; so far as is reasonably practicable, the health, safety and welfare at work of every school employee. Particular attention will be paid to the provision and maintenance of:
  - a) Plant, equipment, systems and procedures of work that are safe.
  - b) Safe arrangements for the use, handling, storage and transport of articles and substances.
  - c) Sufficient information, instruction, training and supervision as is necessary to protect the health and safety of employees while a work and other persons who may be affected by the work activities.
  - d) Safe places of work with safe means of access to and egress from them.
  - e) A healthy working environment.
  - f) Adequate welfare facilities and amenities compatible with statutory requirements.
  - g) Procedures to ensure the safety of employees, pupils, students and other persons in emergency situations.
  - h) Protective clothing, equipment and such facilities as necessary to ensure a healthy and safe working environment.
3. The schools in the Trust will conduct its undertakings in such a way as to ensure, so far as is reasonable and practicable, that pupils, students and other people not in its employment (eg visitors and contractors staff), who may be affected are not exposed to risks to their health and safety.
4. The Trustees will pay specific attention to safety features at the design and planning stages of new premises, structures, equipment and when modification of existing premises, structures and equipment are being undertaken. Trustees will take appropriate professional advice as necessary on these matters. All factors relating to health, safety and welfare facilities will be taken into account when considering projects and tenders.
5. The Trustees will ensure that health, safety and welfare matters outside their control are brought to the attention of the relevant authority.
6. The Trustees will not levy any charges or permit any charges to be levied on any employee in respect of anything done or provided in pursuance of any specific statutory requirements with respect to health, safety and welfare.
7. The Executive Head Teacher/Head Teacher and his/her management then may be required to draft the necessary arrangements to secure compliance with all health and safety requirements for consideration and acceptance by the Trustees. The Executive Head Teacher/Head Teacher will be expected to monitor the day to day implementation of these arrangements and report back to the Trustees on a regular basis. The Trustees undertakes to review this Safety Policy on an annual basis.

8. Priority will always be given to security, safety and freedom from risk to health of staff, pupils, students and other persons engaged in activities under the control of the Trustees.

## Part A: Responsibilities

### 1. The Trust and the Local Governing Committee

- a) The Trust will ensure that the school complies with the School's Safety Policy
- b) The Trustees are ultimately responsible for the Ashmole Academy Trust Health & Safety Policy being produced, implemented and reviewed but may delegate day to day responsibilities to the Executive Head Teacher/Head Teacher.
- c) The Trustees will assist the Executive Head Teacher/Head Teacher in implementing and maintaining this Policy and the arrangements which give practical effect to the General Statement of Intent.
- d) The Trustees are responsible for fixtures, fittings, servicing of portable equipment and all internal maintenance. They will ensure so far as is reasonably practicable, that these items remain safe, without risk to health.
- e) The Trustees will ensure that staff delegated Health and Safety responsibilities are given sufficient information, instruction, training and facilities needed to meet these responsibilities.
- g) If not already reported by the Executive Head Teacher/Head Teacher, the Trustees will inform other parties (eg London Borough of Barnet, public utility authorities, neighbouring property owners, etc), health, safety and welfare matters that are outside the Trustees' executive authority which may affect the well being of any employee, pupil, student or visitor to the School. They will ensure that the Executive Head Teacher/Head Teacher has taken all necessary short term action to avoid danger, pending ratification by the relevant authority.
- i) The Trustees will ensure that Health & Safety matters are considered when assessing budgetary requirements which they control.

### 2. Executive Head Teacher/**Head Teacher** (or in his absence, the nominated Deputy)

- a) The Executive Head Teacher/Head Teacher will appoint a member of the Leadership Team as Health & Safety Officer.
- b) The Executive Head Teacher/Head Teacher of each school has been delegated the responsibility for implementing Policy and maintaining arrangements as outlined in this Policy for Health & Safety within the schools in the Trust.
- c) The Executive Head Teacher/Head Teacher will ensure that the cause of every dangerous occurrence and near miss is investigated and reasonable steps taken to prevent a recurrence.
- d) The Executive Head Teacher/Head Teacher will ensure, as far as is reasonably practicable, that all servicing / maintenance of machinery, plant and equipment is performed and take all reasonable steps to prevent any danger to staff, pupils and others.
- e) The Executive Head Teacher/Head Teacher will ensure there is an annual safety audit at the beginning of each Autumn Term and ensure that risk assessments are conducted in accordance with Health & Safety legislation.
- f) Termly evacuations of the school building which are reviewed and issues addressed.
- g) Regular training for Fire Wardens in fire evacuation.

### 3. All Staff

All staff have a duty to:

- a) Take care of themselves and others and not to intentionally misuse or interfere with any thing provided in the interests of health, safety or welfare.
- b) Report defects and shortfalls promptly to the Executive Head Teacher/Head Teacher.
- c) Attend briefings and courses as appropriate.
- d) Be aware of Fire Safety, Fire Drill and Bomb Drill procedures.
- e) Ensure safe use of tools and equipment.
- f) Be aware of dangers inherent in some substances, the location of risk assessment information and their contents.
- g) Record accidents in the Accident Book of each school Each accident report is reviewed by the Health & Safety Officer of the Trust.

**Commented [MMB-M1]:** Reports and defects are reported to the Premises Manager of each school

### 4. Site Manager and Caretaker

In addition to 3 above, the Site Manager and Caretaker at each school have a duty to:

- a) Liaise with personnel who maintain fire alarm systems and fire fighting apparatus etc. On a regular basis, check that fire prevention measures are maintained.
- b) Ensure safe use and storage of tools and equipment.
- c) Monitor the activities of contractor's staff on site.
- d) Outside of normal working hours and during school holidays be responsible for issuing identification badges, as part of the school's Visitor Control Scheme, to all visitors and contractors staff and bring to their attention any relevant safety information.
- e) Assist with the annual safety audit at the beginning of the Autumn Term.

### 5. Visitors/Contractors on Site

- a) During normal working hours all visitors and contractors must initially report to the school Office and obtain an identification badge. The badge is to be returned at the end of each visit. Outside of normal working hours and during school holidays the school Caretaker is responsible for the issue and return of identification badges.
- b) It is the responsibility of all visitors and contractors staff to make themselves aware of all relevant Health & Safety procedures.
- c) All contractors' staff will perform their work in a safe manner adhering, where applicable, to statutory requirements, national and local rules, regulations and codes of practice.

### 6. Safety Devices

Section 8 of The Health & Safety at Work etc Act 1974 states that "No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions."

Safety Devices includes electrical protection devices, protective clothing, fire alarms and fire fighting equipment, etc.

It is the responsibility of all members of staff to report to the Executive Head Teacher/Head Teacher

or his nominated Deputy, as soon as is reasonably practicable, any interference or misuse of anything provided in the interests of health, safety or welfare.

#### Part B: Arrangements for Health & Safety Procedures

To assist in achieving the stated aims of the Ashmole Academy Trust Health & Safety Policy, employees should also refer to the staff handbook for further advice on topics such as:

- School Journeys and Field Trips
- Control of Substances Hazardous to Health (COSHH)
- Safe Systems and Methods of Work
- Evacuation Procedures
- Fire Prevention, Fire Alarms and Bomb Threats
- First Aid
- Contractors and Visitors to Site
- Safety Representatives
- Reporting Accidents, Injuries, Diseases and Dangerous Occurrences.
- Smoking Policy
- Electrical Safety
- Mini Bus: Code of Practice for School Trips

#### COVID 19

The latest risk assessment in relation to COVID-19 and Lateral Flow Testing can be found on the school website.

The schools will arrange for an annual inspection of portable electrical equipment.

**Commented [MMB-M2]:** This is a Trust Policy and not a school policy so I think it need to say the 'schools' and take out the date – if you had loads of schools in the trust you wouldn't list their dates