

# Create Partnership Trust

*Creating futures*

## Health and Safety policy

September 2016

Responsibility for this policy:	Board of Directors (Trustees)
Responsibility for monitoring/evaluation:	CEO/EHT and Headteachers
Date of next review:	September 2018 and annually thereafter
Links to other policies:	Critical Incident Policy; safeguarding policy Whistleblowing policy

*Creating futures through our shared values of excellence, partnership and perseverance*



## 1. GENERAL

1.1 The Health and Safety at Work Act 1974 places a responsibility on all employers to ensure the health, safety and welfare at work of all employees, and all employees to take reasonable care of their own safety. Employers, school staff and others also have a duty under common law to take care of pupils in the same way a prudent parent would do so.

1.2 Create Partnership Trust accepts that it has a responsibility to take all reasonable / practical steps to ensure Health and Safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the schools within the trust and is part of the good education of its pupils.

1.3 The aim of this policy is 'To ensure that Create Partnership Trust provides a safe and healthy working environment for staff, pupils and visitors'.

1.4 The arrangements outlined in this policy and various other safety provisions made by Create Partnership Trust cannot prevent accidents or ensure safe and healthy working conditions. Create Partnership Trust believes only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Create Partnership Trust will take all reasonable steps to identify and reduce hazards within its control to a minimum, however all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the school premises or whilst taking part in school sponsored activities.

## 2 DUTIES OF CREATE PARTNERSHIP TRUST

2.1 In the discharge of its duty Create Partnership Trust represented by the EHT in consultation with the Headteachers, or its delegated senior leaders and managers, will:

- make itself familiar with the requirements of the Health and Safety At Work act 1974 and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the

Management of Health and Safety at Work Regulations 1992 (SI 1992 No. 2051)

- Ensure that all relevant school policies take account of health and safety requirements.
- Hear reports about the effectiveness of policies and ensure that any necessary changes are made.
- Take responsibility for the identification of risks.

2.2 In particular Create Partnership Trust undertakes to take all reasonable steps to ensure:

- A safe place for staff and pupils and students to work.
- Plant, equipment and systems of work, which are safe.
- Supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner. As part of the school staff development policy all staff are offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities.

- Staff have access to the school handbooks, annually updated, including access to all relevant school policies.

2.3 So far as is reasonably practicable Create Partnership Trust, through the senior management teams make arrangements for all staff, including where possible temporary and voluntary staff and helpers and those on fixed-term contracts, to receive relevant information on:

- this policy.
- all other relevant health and safety matters.
- the instruction and training given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

### **3 DUTIES OF HEADTEACHERS**

3.1 As well as the general duties which all members of staff have (see 5.0 and 6.0) the Headteachers have responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils and students and any other person using the premises engaged in activities by the school and take all reasonably practicable steps to achieve this end through the leaders of the appropriate areas, senior members of staff, teachers and others as appropriate.

3.2 The Headteachers are required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guide-lines are met in full at all times.

3.3 In particular, the Headteachers are aware of the basic requirements of the HEALTH AND SAFETY AT WORK, ACT 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.

3.4 They take all reasonable steps to:

- Ensure, at all times, the health, safety and welfare of staff, pupils, visitors and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- Ensure safe working conditions for the health, safety and welfare of staff, pupils, visitors and others using the school premises and facilities.
- Ensure safe working practices and procedures throughout the school.
- Carry out periodic reviews and safety audits on the findings of assessments.
- Identify the training needs of staff and ensure, within the financial resources available, that all members of staff and pupils and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Encourage staff, pupils and students and others to promote health and safety.
- Via the Leader of Business and Operations / Site Manager / School Business Managers (SBM) 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 students and others are made safe without undue delay.
- Via the Leader of Business and Operations collate accident and incident information and, when necessary, carry out accident and incident investigations.

- Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, pupils and students and others to achieve the highest possible standards and discipline on or off site those who consistently fail to consider their own well-being or the health of others
- Via the Leader of Business and Operations monitor first aid provision.

#### 4. THE DUTIES OF OTHER LEADERS

4.1 Leaders (e.g. Deputy Headteacher, Assistant Head, Year Group Leaders, support staff managers etc.) should be aware of the basic requirements of the HEALTH & SAFETY AT WORK, ACT 1974 and in detail any codes of practice which are relevant to the work of their area of responsibility.

4.2 In some areas (e.g. subjects, schools, buildings) an annex to this Health and Safety Policy is produced.

4.3 In addition to the general duties which all members of staff have (see 5.0 and 6.0), they are delegated, overall day-to-day responsibility for the implementation and operation of the school's Health and Safety policy within their relevant area and areas of responsibility.

4.4 They take a direct interest in the schools health and safety policy and in helping other members of staff, pupils and others comply with its requirements.

4.5 As part of their day to day responsibilities they take all reasonable steps to ensure that:

- Safe methods of working exist and are implemented throughout their area.
- Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
- Staff, pupils and others under their jurisdiction are instructed in safe working practices.
- New employees working within their area are given instruction in safe working practices.
- Regular safety inspections are made of their area of responsibility as required by the Headteachers or as necessary.
- Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others.
- All plant, machinery and equipment in the area in which they work is adequately guarded.
- All plant, machinery and equipment in the area in which they work is in good and safe working order.
- All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the area in which they work.
- Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the area in which they work.
- Toxic, hazardous and highly flammable substances in the area in which they work are correctly used, stored and labelled.
- They monitor the standard of health and safety throughout the area in which they work, encourage staff, pupils and students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- All the signs used meet the statutory requirements.
- All health and safety information is communicated to the relevant persons.
- **THEY REPORT, AS APPROPRIATE, ANY HEALTH AND SAFETY CONCERNS TO THE HEADTEACHER.**

## 5. SUMMARY OF DELEGATED RESPONSIBILITY

Statement of general policy	Responsible position		Arrangements
	Trust Level	School Level	
Prevent accidents and cases of work (school) related ill health by managing health and safety risks in the workplace	EHT LBO	HT SBM Site Manager	Risk Assessments Regular monitoring / taking action as required
Repairs and Maintenance	LBO	Site Manager / SBM	Regular premise audit and schedule of works
First Aid	Nominated lead / qualified first aiders		Training Database
Staff Handbook	EHT	HT	Regular update and communication to all staff
Emergency evacuation procedures / tests	LBO	HT SBM Site Manager	Fire Risk assessments
Critical Incident Management	EHT LBO	HT	Policy Risk Assessments
Staff development and Training		HT	Training Records
Site Security	LBO	Site Manager SBM	Policy

## 6. DUTIES OF ALL MEMBERS OF STAFF

6.1 All staff should be aware of the basic requirements of the HEALTH AND SAFETY AT WORK, ACT 1974 and in detail any other health and safety legislation and codes of practice which are relevant to the work of the area in which they work. All staff are required to:

- take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- co-operate with instructions about health and safety.

6.2 All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. Science, Technology, Physical Education staff have particular codes of practice in their areas.

6.3 In particular, all members of staff take all reasonable steps to:

- be familiar with the safety policy of the school and the area in which they are working;
- ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils and students;
- see that all plant, machinery and equipment is adequately guarded;
- see that all plant, machinery and equipment is in good and safe working order;
- not make unauthorised or improper use of plant, machinery and equipment;
- use the correct equipment and tools for the job and any protective or safety devices which may be supplied;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, plant, equipment and facilities which they observe;
- take an active interest in promoting health and safety and suggest ways of reducing risks;
- carry out the requirements of the discipline policy, records policy, trips policy, first aid policy - all of which have health and safety implications.

## 7. HIRERS, CONTRACTORS AND OTHERS

7.1 When the premises are used for purposes not under the direction of the Headteachers then the lead person in charge of the activities for which the premises are in use have responsibility for safe practices as indicated in paragraph 3.0 of this document.

7.2 The Headteachers via the Site Manager/SBM seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

7.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity the, for the purpose 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.

7.4 When the premises are hired to persons outside the employ of Create Partnership Trust ,it will be a condition for all hirers, contractors and others using the school premises or facilities, that they comply with all safety directives of Create Partnership Trust and that they will not without the prior consent of Create Partnership Trust:

- introduce equipment for use on the school premises; 7.4.2 alter fixed installations;
- remove fire and safety notices or equipment;



- take any action that may create hazards for persons using the premises or the staff or pupils and students of the school;

7.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the HEALTH AND SAFETY AT WORK, ACT 1974 and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the HEALTH AND SAFETY AT WORK, etc. ACT 1974.

7.6 Instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteachers take such actions as are necessary to prevent persons in her or his care from risk or injury.

7.7 Create Partnership Trust draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the HEALTH AND SAFETY AT WORK, ACT 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **8 PUPILS BEHAVIOUR**

8.1 There are clear expectations about pupil's behaviour and attitudes to learning:

- maintain a high standard of behaviour at all times;
- move about the school buildings in a quiet, safe and orderly manner and have high expectations of self and others and the school environment.

## **9 STAFF CONSULTATIVE ARRANGEMENTS**

9.1 The Headteachers incorporate agenda items on health and safety matters into meetings of existing groups and consult with professional associations as appropriate.

## **10 CODES OF PRACTICE AND SAFETY RULES**

10.1 Each school's staff handbook reference which policies take into account the requirements of health and safety.

10.2 From time to time the Area for Education (DFE), the Health and Safety Executive and other regulatory or advisory bodies issue codes of practice on particular topics for the guidance of Headteachers and others who are in control of educational premises, who will normally incorporate such codes into their health and safety policy and procedures.

## **11 RISK ASSESSMENT**

11.1 Senior leaders ensure that risk assessment surveys of the premises, methods of work and all school sponsored activities are conducted as appropriate.

## **12 EMERGENCY PLANS**

12.1 The Headteachers ensure that an evacuation plan is prepared to cover fire or other such major incidents which could put at risk the occupants of the school. The plan indicate the actions to be taken in the event of a major incident so that everything is done to: save life; prevent injury; minimise loss.

12.2 The plan is regularly rehearsed by staff and pupils and students. Records of such rehearsals are be kept by Site Managers/Business Managers.

## **13. FIRST AID**

13.1 First aid training for staff is provided and updated regularly.

13.2 Staff are appointed to take responsibility for first aid.

13.3 Adequate and appropriate first aid provision forms part of the arrangements for all out-of-school activities.

13.4 Comprehensive first aid records with be kept and archived as appropriate.

13.5 Reportable incidents are be sent directly to the Health and Safety Executive, in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

## **14 REVIEW**

14.1 Create Partnership Trust, or senior staff on its behalf, review this policy statement as necessary to ensure the health, safety and welfare of staff and pupils and visitors. This review will be a minimum of every two years and after any serious accident