



**Salisbury Plain**  
Academies

# Health and Safety Policy

# SALISBURY PLAIN ACADEMIES POLICIES

## VERSION CONTROL SHEET

**POLICY NAME: Health & Safety Policy**

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Apr 2018	SPA – Health and Safety Policy version 2	EMSC – via e-mail	Amendments to version one completed and approved by EMSC.
July 2018	SPA – Health and Safety Policy version 2	Trust Board	Approved
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## 1 Statement of Intent

Salisbury Plain Academies (SPA) considers the effective management of health, safety and environmental matters to be of prime importance. As such, it undertakes to provide, so far as is reasonably practicable, a safe, healthy and environmentally sound workplace.

The SPA Trust Board (TB) has overall responsibility for health and safety matters and undertakes to ensure that Principals, Headteachers, Managers and Supervisors consider the implications of all its decisions and regularly review issues. The Director of Business and Finance (DBF) will strive to ensure that sufficient resources and effort are applied to ensure obligations are met.

SPA's safety management systems and processes are modelled on recognised standards. There is a commitment to continuous improvement and the setting of objectives. Clear performance indicators will be monitored, together with suitable audit and review processes.

Compliance with relevant legislation, policy and guidance are regarded as the minimum standard to be achieved. SPA is proactively committed to the prevention of injury and ill health and to the prevention of pollution and minimisation of resource usage. This includes designing, managing and maintaining its premises, structures and equipment to minimise associated safety, health and environmental risks.

SPA is committed to providing a safe and healthy working environment for its staff, and others affected. This will be based on providing safe environments, safe systems of work, safe materials and equipment, and individuals who are competent in the work they are employed to do.

It is the aim of SPA to embed and nurture a positive health and safety culture across the organisation, and ensure that all managers include health and safety matters as an integral part of all activities. This will ensure that work-related accidents resulting in harm are reduced.

SPA will actively consult with its staff, visitors, contractors and others affected by its activities. SPA requires such persons to cooperate with implementing this policy, associated rules and procedures.

Employees are expected to work safely, to ensure the safety of themselves, colleagues or anyone affected by their work, not to interfere with or misuse anything SPA provides for their health and safety and to take care of the environment. Moreover, all employees have a duty to adhere to this policy and report to management any conditions or practices that pose an unacceptable risk to human health and safety or the environment.

The responsibility for implementing this Policy lies with SPA TB, Principals/Headteachers Managers and Supervisors.

## **2 Application**

This policy applies equally to all Salisbury Plain Academies SPA employees, including Agency, casual staff and/or casual volunteers.

## **3 Organisation of Health and Safety**

To fulfil its duties and corporate governance responsibilities, SPA has a system of devolved management, which provides a clear commitment in ensuring a safe working environment. Health and safety activities are delegated to encourage and enable these issues to be addressed at a local level wherever possible. However, although health and safety management is devolved for practical purposes, the overall responsibility for health and safety of SPA employees, and others affected by our work activities, rests with the SPA Trust Board.

The CEO and Trust Board will ensure that health and safety is a primary consideration in policy development and resource planning, including monitoring and reviewing the effectiveness of health and safety strategies across SPA.

Principals/Headteachers, managers and supervisors play a key role in managing and supervising health and safety, and in maintaining and improving these standards. Without detracting from the primary responsibility of Principals/Headteachers, managers and supervisors, SPA will provide, through its Core Services Team, competent advice on health, safety, environmental and welfare matters, to ensure policy compliance.

SPA further recognises the key role to be played by all Principals/Headteachers, managers, supervisors and employees in effective health and safety risk management. They have a crucial part to play in maintaining and improving health and safety standards across SPA.

SPA will ensure that occupational health facilities are provided and will strive to identify, control and reduce work-related ill health.

## **4 Management Arrangements for Application of the Policy**

This Health and Safety Policy sets out a general framework for the organisation and arrangements for health and safety across SPA. In conjunction with the individual schools, to support this policy and to effectively manage the health and safety risks and issues within the organisation, SPA has developed a set of local procedures for the effective management of specific health and safety risks.

These policies are as follows:

- ✓ Fire Safety
- ✓ First Aid
- ✓ Accident Reporting
- ✓ Asbestos Management
- ✓ Legionella
- ✓ COSHH
- ✓ Lone Working
- ✓ Vehicle & Driver
- ✓ Manual Handling

- ✓ Working at Height
- ✓ Risk Assessment
- ✓ Display Screen Equipment
- ✓ Electrical Safety
- ✓ Vibration
- ✓ Sharps
- ✓ Suspect Packages & Bomb Threat
- ✓ New & Expectant Mothers
- ✓ Gas Safety
- ✓ Contractors
- ✓ Personal Protective Equipment
- ✓ Noise
- ✓ CCTV
- ✓ Security
- ✓ Procedures for Authorising Visitors to the School Site
- ✓ Procedures for the Control of Traffic on and around the School Site
- ✓ Procedures for the use of School Equipment outside of School
- ✓ Procedure for the use and testing of Electrical Equipment
- ✓ Educational Visits

## **5 Consultation Arrangements**

Employees will be consulted regarding the arrangements to control significant risks and to comply with the relevant legislation. This will be conducted informally by managers and supervisors in the workplace and formally, when relevant, through a standing agenda item at team or group meetings. Recognised Trade Union consultation will be facilitated where requested.

## **6 Monitoring and Review of SPA Health and Safety Performance**

Health and safety arrangements will be monitored by The Trust Board, to ensure that they remain effective and appropriate.

Significant risks, reported accidents, injuries and incidents are regularly reported to the Estates & Maintenance Sub-Committee for monitoring and review.

Each site will be audited bi-annually to ensure practical application of SPA policies.

## **7 Trust Board Responsibilities**

- Responsible for allocating and controlling the financial, staffing and property resources of SPA;
- Ensure that the requirements and procedures identified in its policies are communicated and enforced throughout SPA;
- Ensure regular review of Health & Safety performance and targeting areas for improvement, via the Estates & Maintenance Sub Committee

## **8 The Chief Executive Officer (CEO) Responsibilities**

- The Chief Executive Officer has overall accountability for ensuring that SPA Health and Safety Policies are implemented.

## **9 The Director of Business and Finance (DBF) Responsibilities**

The DBF has lead responsibility for:

- Establishing and maintaining effective organisation for the control of health and safety matters, including the allocation of responsibilities;
- Establishing means of communication on health, safety & welfare matters;
- Ensuring effective monitoring systems are properly implemented, in accordance with SPA policies;
- Liaising with the Core Services Team on the overall identification of health & safety needs;
- Advising the Trust Board, of any cases where the policy cannot be implemented and maintained due to a lack of resources or other factors;
- Ensure each SPA site has access to a competent and responsible person to fulfil the requirements of its policies.
- Engaging with and utilising specialist H&S practitioner support and advice to ensure SPA meets its legal responsibilities;
- Where required, employ or contract specialist advice or services. Eg. Fire Risk Assessment;
- Leading the Core Services Team on the overall identification of health & safety needs;
- Ensuring that those employees with specific roles/responsibilities for health and safety, e.g. Caretakers, are competent and receive information, instruction, training and supervision as necessary to enable them to perform effectively in their role;
- Monitoring effectiveness of SPA procedures and reviewing as necessary
- Establishing a system of costed, rolling school improvement priorities based on health and safety audits and condition surveys;
- Identifying and maintaining a directory of preferred contractors to be monitored for best value and communicated to individual schools;
- Supporting the development of funding applications for school improvements.

## **10 Estates Manager Responsibilities**

- Liaise with any enforcing authority in relation to health, safety or fire safety issues.
- Review the H&S policies regularly, or after any significant change in the workplace, or an increase in the numbers of accidents, incidents or near misses reported and propose any required revision of H&S policies to the Trust Board for consideration;
- Monitor and review current and future H&S legislative requirements.
- Provide support and guidance to SPA managers & staff in managing risk and documenting assessments;
- Draft procedures for the management of Health & Safety and develop processes for effective implementation;
- Ensure active monitoring of health and safety matters for example by undertaking health and safety inspections and walk-throughs to ensure compliance with health, safety and welfare legislation;
- Feedback to the DBF regarding both successes and failures in relation to H&S performance, and advise of any deficiencies in plans, arrangements, systems or precautions;
- Make sure that sufficient information regarding H&S requirements is presented to the DBF to enable them to allocate sufficient resources within the allocated budget.
- Liaise with the appointed Competent Person as required.

## **11 Competent Person Responsibilities**

SPA has contracted the services of a qualified 'competent person'. The Competent Person will fulfil the following responsibilities:

- Review health & safety performance including accident/incident statistics
- Provide competent advice to SPA on health & safety related matters;
- Review, assist or support in the management of health & safety as required across SPA;
- Review industry best practice and advise on changes to policy or process as required;
- Review SPA policies and procedures to ensure these are current and effective;

## **12 Principal/Headteacher's Responsibilities**

Principals will make sure that workplace precautions and safe systems of work developed to control hazards and risks, are in place and are implemented by:

- Maintaining an understanding of SPA Health and Safety Policy arrangements and an awareness of relevant current health and safety legislation, issues and procedures and operating within these requirements;
- Demonstrating their commitment to the Health and Safety Policy and promoting a positive health and safety culture by: -
  - promoting good practice;
  - exercising and setting a good example;
  - challenging poor perceptions or attitudes towards health and safety;
  - encouraging people to identify problems before they result in accidents/incidents;
  - ensuring regular two-way communication with employees about health, safety and welfare matters.
- Being responsible for the implementation of the H&S Policy, management arrangements, safe systems of work, workplace precautions and performance standards within their area of control;
- Ensuring that responsibilities for safety, health and welfare are properly assigned, communicated and understood by employees;
- Ensuring that hazards are identified, control measures implemented, and that recorded Risk Assessments are up to date. Making sure that the implementation, reviewing, monitoring and re-issuing of Risk Assessments is carried out as and when necessary e.g. change in work practices, the introduction of new processes, machinery or people and so on, and at not less than 12 monthly intervals;
- Ensuring work activities are assessed for risk, planning work activities to minimise the risk of accident or ill health to employees, non-employees and any identified at risk groups such as young persons and expectant mothers.
- Providing employees and non-employees with the necessary information, instruction and training to complete their tasks safely;
- Making sure that there is communication and participation at all levels in health and safety activities;
- Ensuring timely reactive monitoring takes place such as investigating all hazard reports by employees, accidents, incidents of violence and occupational illness (via referral to Occupational Health where appropriate), to identify causes, to establish the facts and put in place measures to prevent a recurrence;
- Co-operate with a recognised Trade Union in the investigation of a notifiable employee accidents where required, or in an authorised workplace inspection.
- Seeking advice and liaising with the Core Services Team on health and safety matters and best practice where necessary;



- Informing relevant persons of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy, and where extra resources are required to maintain compliance.
- Making sure that sufficient information and resources are made available within the allocated budget, or highlighting to DBF the need for further resources.
- Making sure that records of accidents/incidents, dangerous occurrences and ill health, are kept and examined so that trends can be monitored, and targets set.

### **13 Core Services Employee Responsibilities**

All members of the Core Services staff have a duty to make themselves conversant with the Academy's health and safety policies and any code of practice guidance notes which may be relevant to their safety in the workplace. In particular they shall:

- Observe all health and safety regulations
- Look after their own health, safety and wellbeing and that of their colleagues. Report all accidents, incidents, near misses and dangerous occurrences to their line manager or the DBF.
- Wear safety equipment and/or protective clothing and use appropriate safety devices when appropriate
- Conform to all instructions given by persons responsible for health and safety
- Familiarise themselves with the first aid policy, first aid arrangements and specific procedures in their areas
- Make appropriate suggestions to their line manager to improve health and safety
- Co-operate in the promotion of safety awareness at all levels
- If appropriate, attend health and safety courses
- All staff must ensure that they comply with the Academy's procedures for driving whilst on Academy business.

### **14 Site Staff Responsibilities**

Site managers/Caretakers will ensure a safe working environment and effectively manage premises related risks by:

- Ensure the practical application of SPA policy arrangements and a good working understanding of key risks including fire safety, legionella, asbestos, electrical safety, contractor management, gas safety, COSHH, working at height, manual handling & vehicle safety;
- Ensure day to day site safety through regular facility checks and effective management of contractors;
- Ensure all programmed safety checks and tests are carried out as detailed and recorded once completed;
- Notify the Principal/Headteacher of any safety issues that cannot be resolved immediately, or need further action;
- Maintain fire log book and premises files with all relevant certificates to ensure proof of compliance;
- Ensure site security including gated access, door entry systems & CCTV systems are fully operational;
- Ensure work activities are risk assessed, to include minimising the risk of accident or ill health to employees, non-employees and any identified at-risk groups such as young persons and expectant mothers;
- Ensuring risk assessments are implemented and followed, and that highlighted control measures are implemented, including the effective use of Personal Protective Equipment (PPE) where identified;

- Informing relevant persons of issues which are beyond their control, or where resources are insufficient to enable compliance with the Health and Safety Policy, and that extra resources are required to maintain compliance;
- Ensuring that responsibilities for safety, health and welfare are properly assigned, communicated and understood by employees within their area of control.

## **15 Employees Responsibilities**

Employees have an important role to play in achieving a safe and healthy work environment and in maintaining and improving health and safety standards, so all employees will:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by what they do or neglect to do whilst at work;
- Co-operate with their manager regarding any duty or requirement imposed on the employer to enable that duty or requirement to be performed or complied with;
- Only use machinery; equipment; substances; transport equipment in line with training and instruction provided;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Draw the attention of their line manager, without delay, to any work situation which might present a serious and imminent danger to themselves/others;
- Ensure that they familiarise themselves with and work in accordance with guidance given in risk assessments and protective measures, Health and Safety Policy arrangements, safe systems of work, and safety rules regarding their working practices;
- Conform to all instructions whether verbal or written, given to ensure personal safety and the safety of others;
- Be appropriately dressed for the working conditions and activities;
- Conduct themselves always in an orderly manner in the workplace and refrain from any horseplay;
- Report all accidents, near misses, incidents of violence, work related ill health, diseases and dangerous occurrences whether injury is sustained or not, to their line manager as soon as possible.

## **16 Local Arrangements**

Each school or site will document local arrangements that differ from SPA policy, for the management of health & safety including any specific roles or responsibilities, and named health & safety management team representatives. Any local H&S arrangements that are at variance to the overall H&S policy, but are deemed necessary by the Principal/Headteacher, are to be approved by the E&MSC.

Any Health & Safety issue can be escalated if not resolved through the local arrangements framework, to the Principal/Headteacher – DBF -- CEO.