

South Bank Multi Academy Trust

HEALTH & SAFETY POLICY

Approved by Trustees	March 2018
Adopted by Governing Body:	Spring 2018
Review Timetable:	3 years
Renewal Date:	March 2021

STATEMENT OF INTENT

As a responsible employer, the South Bank Academy Trust Board is committed to the following:

- ◆ Ensuring that the Health, Safety and Welfare of all its employees are of equal importance to all of its other commitments.
- ◆ Ensuring that the Health, Safety and Welfare of all its Pupils, Parents, Visitors and other Stakeholders (such as Trustees, Governors, visiting professionals etc) are of equal importance to all of its other commitments.
- ◆ Ensuring that the level of Health and Safety performance across the Trust is consistent with best practice in education.
- ◆ Recognising the importance of suitable and up-to-date training in order to assist staff in properly understanding their responsibilities and ensuring that they can carry out their duties in a safe manner.
- ◆ Ensuring that the importance of safety is shared with contractual workers and regular visitors to all schools in the Trust.
- ◆ Ensuring full co-operation with key partners, such as Trade Unions, City of York Council, public bodies, other local employees and any regulatory bodies.
- ◆ Ensuring that a culture of openness is encouraged, so that employees can learn from experience across all schools within the Trust, in order to further improve and develop best practice.
- ◆ Ensuring that policy and procedure is regularly revisited and revised, so that documents are current, reflect recent experiences and advice, and are fully understood by all employees.

Signature of Chair of the Trust Board



Signature of the Trust Principal



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1. INTRODUCTION & LINKED POLICIES

- 1.1 This policy emanates from the need for the governors and Headteacher of each academy within the trust to demonstrate through a range of effective practices their commitment to providing a safe and healthy environment for all.
- 1.2 This policy sets out procedures and guidelines that enable each academy and the Trust itself to demonstrate that they comply with the Health & Safety at Work etc Act 1974 and the regulations made under this Act. This includes the Management of Health and Safety at Work Regulations 1999, including the requirement for employers to take all reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on and off the school sites.
- 1.3 The procedures and guidelines set out in this policy also ensure that the health and safety of all visitors to the site is taken into account.
- 1.4 This policy and its procedures should be applied in addition to and alongside the following policies:

TRUST POLICIES	ACADEMY POLICIES
<ul style="list-style-type: none">• Safeguarding & Child Protection• Lone Working• Business Continuity & Recovery Plan• Staff Code of Conduct	<ul style="list-style-type: none">• First Aid• Manual Handling• Working at height• Medical Needs• Educational Visits

2. PURPOSE

- 2.1 The purpose of this policy is to set out the way in which each academy is required to assess the risks that school activities and school premises could potentially have on staff, pupils and visitors.
- 2.2 This policy also sets out how each academy is required to establish and maintain the necessary health and safety measures to manage the identified risks.
- 2.3 This policy requires each academy to understand and follow the following four steps for the appropriate management of risk:
- Identify the potential for risk;
 - Introduce measures to manage risks;
 - Inform employees about the risks and measures taken to manage them;
 - Ensure employees receive adequate training on health and safety matters.
- 2.4 This policy is relevant to the following areas of risk (NB: This is not an exclusive list):
- Accidents
 - Individual medical needs or disabilities
 - Use of resources, substances and equipment
 - Fire
 - Legionella
 - Asbestos
 - Security matters
 - Manual handling
 - Educational visits off-site
 - Working at height
 - Lone working
 - Criminal actions
 - Contact with inappropriate people
 - A major disaster

- Aggressive/violence incidents
- Infection control
- Slips & trips
- Stress
- Workplace Transport

3. THE DUTY OF THE EMPLOYEE

- 3.1 Employees are required by law to have regard to their own health and safety and that of others affected by their work. They must cooperate with the employer on health and safety matters, perform their duties in accordance with training and instructions and inform their employer of any situation in work that represents an immediate serious danger so that appropriate action can be taken.
- 3.2 Teachers and other staff in schools, when in charge of pupils, have an additional, common law duty to act as any prudent parent would.
- 3.3 All Trust employees are provided with guidance about Health & Safety as part of their induction. There is an obligation, as set out in 2.1 above, for employees to follow that guidance surrounding their own safety and that of others while at work.
- 3.4 Where the employee has been provided with specific training in relation to their role, there is an obligation, as set out in 2.1 above, for the employee to adhere to the requirements of that training and to inform their employer immediately if they experience any difficulty in doing so.
- 3.5 All academy staff have a responsibility to advise the Headteacher of any situations, equipment or activities that are potentially hazardous to the health and safety of staff, pupils and visitors.

4. ROLES & RESPONSIBILITIES

- 4.1 Each academy within the Trust will clearly identify the named person(s) for the following discrete responsibilities:
- Site Manager / Senior Site Manager
 - Site Asbestos Liaison Officer (SALO)
 - Site Legionella Representative (SLR)
 - Responsible person for Fire Safety
 - First Aider(s)
 - Educational Visits Co-ordinator
 - Risk Assessment Manager
 - Designated Safeguarding Officer
 - Medical Needs Manager
- 4.2 These named individuals will be identified individually and visibly in the academy's entrance area.
- 4.3 The key functions of these individual roles are set out in Appendix One and will be incorporated into the relevant Job Descriptions.

5. THE ROLE OF THE HEADTEACHER

5.1 It is the responsibility of the **Headteacher** to:

- Manage all H & S matters in accordance with this policy
- Draw the attention of staff to this policy and associated procedures
- Ensure that appropriate induction is provided specific to the postholder's individual needs, including a relevant Handbook or workplace instruction
- Ensure that staff receive H & S training appropriate to their role and responsibilities
- Ensure that appropriate emergency procedures are in place
- Arrange for termly practices of emergency evacuation procedures
- Ensure that risk assessments are carried out as required, putting measures in place to reduce risk where needed
- Ensure that all relevant incidents/accidents are reported to the Trust's chosen H & S provider, using the agreed incident form
- Ensure that records are made of all incidents where First Aid is given
- Ensure that no works are carried out by the Site Manager or any contractor, without prior consideration of the Asbestos Management requirements
- Seek support and advice from the Trust's chosen H & S provider to resolve any problems

6. THE ROLE OF INDIVIDUAL MEMBERS OF STAFF

6.1 It is the responsibility of **all staff** to:

- Share responsibility for the management of H & S, with support from the Headteacher and Governing Board
- Take reasonable care of their own H & S and that of anyone else who may be affected by their acts or omissions at work
- Ensure that relevant policies, procedures and guidance are followed at all times
- Ensure that there is no intentional interference with, or misuse of, anything provided by the school, in the interests of the health, safety and welfare of everyone in the school building
- Reinforce the importance of school rules when moving around school and using school equipment
- Use any equipment, substances or safety devices in accordance with instructions and training
- Explain to pupils the safest way to carry out tasks and instructions
- Provide effective supervision of pupils in order to minimise the risk of accidents or incidents
- Report immediately to the Headteacher any observed risks to H & S in and around school

7. THE ROLE OF TRUSTEES

7.1 It is the responsibility of the Trustees to ensure that the effective management of Health & Safety in each academy is overseen by the Local Governing Board, in order to:

- Ensure that the academy complies with local and national H & S requirements
- Establish and maintain safe working practices and procedures for staff and pupils
- Ensure that procedures set out in this policy (and related policies) are followed
- Ensure that a termly inspection of the premises (internal and external) takes place, identifying and responding promptly to any safety concerns
- Ensure that appropriate Risk Assessments are carried out and regularly reviewed

- Ensure that the academy periodically reviews its individual Disaster Plan (set out within the Trust's Business & Recovery Plan)
- Seek to resolve any H & S problems identified by staff
- Report to the Trust Board those issues which are beyond the limits of the Governors' responsibilities, taking appropriate short-term steps to minimise the risk until rectification
- Support and facilitate H & S training wherever relevant
- Ensure that accidents and incidents are monitored, that all preventable steps are taken to avoid recurrence, and that the success of such measures is reviewed regularly

9. MANAGING A MAJOR DISASTER

- 9.1 The Trust has agreed a separate Business & Recovery Plan, which sets out how any major disaster impacting on an individual academy would be managed.
- 9.2 Within the Business & Recovery Plan, each academy has identified the specific procedures it would implement in the case of individual disaster scenarios. This individual Disaster Plan is overseen at Local Governing Board level.

Reviewed by the Headteacher Group

January 2018

Approved by the Board of Trustees

March 2018

Appendix One:

H&S RESPONSIBILITY CHART FOR KNAVESMIRE PRIMARY SCHOOL	
ACTIVITY	NAMED PERSON
Site Management	
<ul style="list-style-type: none"> • Co-ordinate the control of contractors on site • Make contractors aware of their obligations • Ensure that only contractors with DBS clearance work on site in contact with pupils • Ensure that premises tasks comply with Risk Assessment & PPE guidance • Ensure that procedures for Lone Working and Working at Height are followed • Respond to any risk generated by the academy buildings or the equipment within them • Ensure security of property and avoidance of theft, criminal damage or burglary • Ensure security of property and people, to avoid risk of harm through unauthorised site entry • Ensure safety of property and prevention of fire risk or arson (through regular fire drills and the safe maintenance of fire equipment) • Ensure safety of property and people, through prompt and efficient site evacuation • Checking of work equipment • Ensuring that electrical equipment is PAT tested • Ensuring that statutory annual testing of relevant equipment takes place 	
Asbestos	
<ul style="list-style-type: none"> • Fulfil the role of SALO (Site Asbestos Liaison Officer) • Ensure that contractors are made aware of the Asbestos Register where appropriate • Liaise with contractors where any disturbance to site surfaces is required • Visual monitoring of the locations where asbestos has been identified 	
Legionella	
<ul style="list-style-type: none"> • Fulfil the role of SLR (Site Legionella Representative) • Ensure that water temperature is appropriately monitored • Respond promptly to any concerns raised by external monitoring 	
Fire Safety	
<ul style="list-style-type: none"> • Fulfil the role of Responsible Person for Fire Safety • Receive appropriate Fire Warden training • Manage the procedures for the safe evacuation of the building in an emergency • Provide appropriate annual in-house guidance on the use of fire safety equipment • Monitor Site Manager records of fire testing 	
First Aider(s)	
<ul style="list-style-type: none"> • Receive appropriate training • Respond promptly at the point of accident or injury to an pupil, member of staff or visitor • Make use of appropriate first aid resources • Liaise as required with emergency services • Recording incidents 	
Educational Visits Co-ordinator	
<ul style="list-style-type: none"> • Oversee effective planning for school trips by following the agreed policy and procedure • Ensure that the agreed on-line portal is used • Respond where there are any concerns about appropriate risk assessment procedures • Ensure that accredited providers are used for travel and trip venues • Raise any concerns with senior leaders 	
Risk Assessment Manager	
<ul style="list-style-type: none"> • Ensure that there is an effective rolling programme of risk assessment for all activities, events and hazardous substances (including COSHH) • Monitor the risk assessments to ensure that guidance is being followed • Ensure that staff are aware of the expectations set out in the relevant risk assessments 	
Designated Safeguarding/Child Protection Officer	
<ul style="list-style-type: none"> • Receive appropriate training • Manage the effective implementation of the Trust's Safeguarding & Child Protection Policy • Ensure that effective and well-understood reporting systems are in place 	
Medical Needs Manager	
<ul style="list-style-type: none"> • Maintain a Medical Needs Register, with Medical Plans for individual pupils where • Ensure that medication (e.g. inhalers, epipens, insulin etc) is available as required • Ensure that there is equality of provision for those with special diets • Ensure that staff can identify pupils swiftly and act promptly in any emergency situations • Ensure that there is training in place for staff to manage accidents and injuries • Ensure that there are Personal Emergency Evacuation Plans (PEEPS) in place 	