



# Health & Safety Policy

**Date Policy Reviewed:** November 2017

**Approved by Governors:** December 2017

**Date of Next Review:** December 2018

# Contents

Section	Subject	Page
1.	Introduction	3
2.	Health and Safety Policy Statement	4
3.	Organisation – Roles and Responsibilities	5
	<ul style="list-style-type: none"><li>• Wyvern Academy Trust</li><li>• Academy Governing Bodies</li><li>• Head Teacher</li><li>• Business Manager</li><li>• Facilities Manager</li><li>• Darlington Borough Council Advisory Services</li><li>• Heads of Departments</li><li>• Teachers</li><li>• All employees</li><li>• Pupils</li><li>• School Health &amp; Safety Committee</li></ul>	
4.	Health & Safety Management System	
	Plan	10
	<ul style="list-style-type: none"><li>• Policy</li><li>• Consultation</li><li>• Planning for implementation</li></ul>	
	Do	11
	<ul style="list-style-type: none"><li>• Assessment of Risk / Risk Profiling</li><li>• Organising for health &amp; safety</li></ul>	
	<ul style="list-style-type: none"><li>○ Control</li><li>○ Co-operation</li><li>○ Communication</li><li>○ Competence</li></ul>	
	Check	12
	<ul style="list-style-type: none"><li>• Measuring Performance</li></ul>	
	Act	13
	<ul style="list-style-type: none"><li>• Review</li></ul>	
5.	Arrangements	14
	Appendix 1	15

## **Section 1: Introduction**

- 1.1 The purpose of this policy is to ensure that Wyvern Academy develops and maintains a health & safety management system that will meet its legal obligations and duty of care towards staff, pupils and others that use the facilities.
- 1.2 The school will comply with the Health & Safety at Work etc Act 1974, health & safety regulations and have regard to health & safety guidance from the Department for Education.
- 1.3 The schools health & safety policy compliments that of the academy trust and includes details of the management system by which the school intends to achieve its health and safety objectives. The school will make reasonable resources, both of time and money, available for implementation of its policy and associated operating procedures.
- 1.4 A copy of this policy and the associated operating procedures will be made available to all staff. Staff will also have access to advice and support to implement the policy and procedures.

## Section 2: Health & Safety Policy Statement

2.1 The successful management of Health and Safety for all pupils, staff and visitors is regarded as being of the utmost importance to Wyvern Academy. Therefore the school recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulations, and so far as is reasonably practicable, to prevent work related injury and ill health. The school will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Maintaining any place of work under the academy trusts control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and pupils and visitors;
- The encouragement of staff to set high standards of health and safety by personal example, in order that pupils leaving the school should take with them an attitude of mind which accepts good health and safety practice as normal;
- The provision and maintenance of a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- Providing and maintaining plant and equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such protective equipment as is necessary for the health and safety at work of employees and pupils;
- Striving to monitor the effectiveness of health and safety provisions within the school;
- Keeping the school Health and Safety Policy under at least annual review in order to support the academy trust objective of continuous improvement.

## Section 3: Organisation - Roles and Responsibilities

### **Organisation – Roles and Responsibilities**

3.1 Although health and safety within the school is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the academy trusts safety objectives. The Headteacher is responsible to the academy trust for the management of Health and Safety matters within Wyvern Academy. Across the school oversight for health and safety matters is the responsibility of the Business Manager and co-ordination for health and safety matters is the responsibility of the Facilities Manager. This section outlines the responsibility that each person has towards the health, safety and welfare of those within the academy trust.

#### **Wyvern Academy Trust**

3.2 The Trust Directors regard the health, safety and welfare of staff, pupils and community users of Trust facilities as of the utmost importance. The main functions of the Trust will be:

- Approving an academy trust wide Health & Safety Policy;
- Setting strategic Health & Safety objectives for Wyvern Academy Trust:

#### **Academy Governing Bodies**

3.3 The Governors of each academy shall ensure that when undertaking the management of the school budget, all health and safety implications are taken into account.

3.4 Furthermore, their main functions are:

- Monitoring the school safety performance (including consideration of inspection reports and audits);
- Prioritising actions where resources are required and ensuring these actions are carried out;
- Setting objectives for health & safety and monitoring performance against these objectives.
- Including health and safety on governors' meeting agenda;
- Appoint a health & safety governor;
- Approving a school health and safety policy.

## **The Headteacher**

3.5 The Headteacher of Wyvern Academy has an overall responsibility for the application of this policy and associated operating procedures.

3.6 The Headteacher's main functions are:

- Overall management of all health and safety matters in the school in accordance with the health and safety policy and operating procedures;
- Ensuring risk assessments are carried out;
- Ensuring governors are updated on health & safety performance;
- Ensuring action is taken when suitably recommended;
- Communication of information received on health and safety matters to appropriate people;
- Ensuring arrangements are in place to investigate accidents appropriately;
- Chairing the school health and safety committee;
- Allocating sufficient time and resources for health & safety training;
- Co-operating with and providing necessary facilities for trades union safety representatives.

## **The Business Manager**

3.7 The main functions of the Business Manager are:

- Develop Health & Safety policies and operating procedures across the academy trust
- Monitor and review Health and Safety performance within the academy trust to ensure legal compliance;
- Be the point of contact for enforcement authorities, such as the Health & Safety Executive and Fire Service;
- Review, at least annually, the health & safety policies and emergency procedures in place across the academy trust.
- Developing risk and training profiles.
- Provide reports on health & safety performance to the Finance, HR and Premises Committee of the Governing Body.

## **The Facilities Manager**

3.8 The main functions of the Facilities Manager are:

- Coordinate the implementation of health & safety arrangements within the academy trust.
- Provide day-to-day advice on Health & Safety across the academy trust.

- Ensure that accidents, incidents, near misses and work related ill-health are recorded, investigated and where necessary remedial action is taken to prevent re-occurrence. When required, ensure accidents are reported to the Health & Safety Executive.
- Delivery of health & safety training, advising on training needs and induction.
  - Conduct regular inspections across the academy trust to ensure that working practices and facilities meet health & safety requirements and standards expected by the academy trust.

### **Darlington Borough Council Advisory Service**

3.9 The main functions of the Darlington Borough Council Advisory Service are:

- Annual health & safety audit
- Assist in the development and implementation of safety action plans
- Monitor and review accident/incident report forms
- Review of safety management systems

### **Heads of Department**

3.10 Heads of Departments include those with teaching as well as non-teaching responsibilities. Staff holding such positions:

- Have responsibility for the application of the Trust / School Health and Safety Policy and associated operating procedures to their own department and should comply with instructions given by the governing body and Head teacher.
- Must establish, maintain and develop safe working practices (e.g. use and storage of chemicals, machinery, etc.)
- Should attempt to resolve any health and safety problems any member of staff may raise, and refer to the Trust Facilities Manager any problem for which there is not a satisfactory solution within the resources available.
- Cooperate with the academy trust Facilities Manager to monitor and audit health & safety performance;
- Should highlight requirements for staff training and information to enable all staff to contribute positively to their own safety and health at work. Also to communicate health and safety information received to appropriate people.
- Ensure staff receive a departmental specific health and safety induction.
- Notify the academy trust Facilities Manager of changes or additions to plant, equipment or machinery and changes to working practices that have significant health & safety implications for staff, pupils or members of the public.
- Implement control measures and improvements as identified through risk assessments, accident investigations or any type of monitoring / review.

## **Line Managers**

3.11 The main health & safety responsibilities of line managers will be to:

- Consider the health & safety implications when planning activities and supervising employees;
- Ensure that health & safety procedures and rules are followed,
- Report health & safety concerns and issues to the Academy Trust Facilities Manager
- Identify health & safety training needs and report these to the Academy Trust Facilities Manager.

## **Class Teachers**

3.12 The safety of pupils and visitors in the classrooms, laboratories, workshops and physical education areas is the responsibility of the class teacher. Their main functions are:

- Day-to-day management of health and safety in accordance with the health and safety policy and associated procedures;
- Checking classrooms/work areas are safe (e.g. No trip hazards etc);
- Checking equipment is safe before use, as well as ensuring equipment is left in a safe condition after use;
- Ensuring safe procedures are followed and that emergency procedures are understood;
- Ensuring protective equipment is available and used, when needed;
- Participating in inspections and supporting academy in meeting its health and safety objectives;
- Bringing problems to the relevant manager's attention and to propose appropriate recommendations to improve safety;
- Integrate all relevant aspects of safety into the teaching process and if necessary give specific lessons on safety.
- Understand and follow other school policies that contribute to a safe learning and working environment, in particular the School Behaviour Policy.

## **All Employees**

3.13 All employees are expected to:

- Understand and exercise personal responsibility for safety of themselves and others;
- Make themselves familiar with this Policy, operating procedures, emergency procedures and risk assessments which cover activities which they undertake;
- Actively participate in any health and safety training as provided and bring any training needs to the attention of their line manager;
- Report any defects in equipment or facilities and highlight any areas of concern in relation to health and safety to their line manager or Facilities Manager.

- Ensure protective equipment is used at all times when provided.
- Understand and follow other school policies that contribute to a safe learning and working environment, in particular the School Behaviour Policy.

### **Pupils**

3.14 Pupils are expected to:

- Understand and exercise personal responsibility for safety of themselves and others;
- Observe standards of dress consistent with safety and hygiene, (e.g. suitable footwear, and the preclusion of unsuitable jewellery etc).
- Understand and observe the safety rules of the school and in particular the instructions of staff given in an emergency.
- Use, and not deliberately misuse, neglect or interfere with items provided for safety.

### **School Health and Safety Committee Representatives**

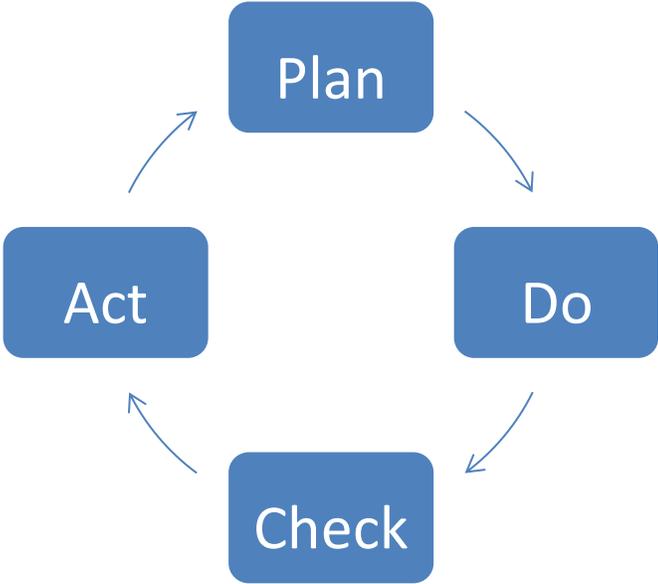
3.15 The school Health & safety committee will report to the Finance, HR and Premises of the Governing Body. The main functions of the Health and Safety Committee are:

- To participate in meetings of the School Health & Safety Committee and contribute to the continuous improvement of the school health & safety management system.
- To raise potential Health & Safety hazard, issues and dangerous occurrences with the Facilities Manager.
- Assist in the dissemination of the Health & Safety Policy, procedures, risk assessments and good practice within school.

**Section 4: Health & Safety Management System**

**Introduction**

4.1.1 The academy trust Health & Safety management system is based on the Plan– Do–Check– Act model proposed by the Health & Safety Executive in their revised HSG65 ‘Successful health & safety management’ guidance. This management system will therefore underpin the management of health & safety at Wyvern Academy.



**Policy**

4.2.1 The policy will be reviewed at least annually, or as a result in changes in legislation or a change of circumstances.

**Consultation**

4.2.2 Staff and /or their representatives will be consulted when changes are made to the Health & Safety Policy of Wyvern Academy. The involvement of staff in the development

of health & safety policies, procedures and safe working practices will be a key feature of the health & safety management system.

#### 4.2.3 Planning for implementation

4.2.4 The academy trust health & safety system will plan to:

- identify the types of risks to staff, visitors, users of the facilities and others affected by the activities of the academy trust.
- develop proportionate arrangements, operating procedures, systems of work and workplace precautions that will adequately control these risks. This will include health risks that only become apparent after a long period of time.
- react to changing demands and changes to the risk profile of the academy trust over time
- plan to develop systems to control the risk from emergency situations
- sustain positive health and safety attitudes and behaviours

Do

#### Assessment of Risk / Risk Profiling

4.3.1 A key feature of health & safety management is the suitable and sufficient assessment of risk and the implementation of control measures to reduce this as far as is reasonably practicable. Risk assessments will identify the risk, who is at risk, the precautions required, further action that needs to be taken and those responsible for this.

4.3.2 Risk assessment forms, checklists and assessment formats will be developed by the academy trust Business Manager to develop a structured and consistent approach to risk across the academy trust.

4.3.3 Risk assessments will prioritise further action depending on the significance of the risk and the consequences of reasonably foreseeable accidents or incidents of ill-health. Controls will be proportionate to the risk but take into account the individual needs of staff, pupils and others affected by the activities of Wyvern Academy.

#### Organising for health & safety

4.4.1 Key elements in the implementation of the health & safety management system will be:

- **Control** – all those that supervise staff will ensure that the health & safety policies, procedures and control measures are implemented. Control also includes that of contractors working at Wyvern Academy to include the risk to

- staff and pupils, as well as to contractors themselves due to their unfamiliarity with the premises.
- **Co-operation** – health & safety policies and procedures will be developed and implemented in partnership with staff and other organisations based on trust, respect and co-operation between all parties. This co-operation will include with those that share Wyvern Academy premises as well as those that hire Wyvern Academy facilities.
- **Communication** – Wyvern Academy will communicate health & safety information to staff, pupils and others that are affected by the activities of the school using a variety of methods depending on the nature of the risk, its significant and the needs of the intended recipient. Communication will be a ‘two-way’ activity and Wyvern Academy encourages any contribution to improving the management of health & safety.
- **Competence**- The school recognises that in order to comply with the law, employees need to have the skills, knowledge and experience to carry out their duties safely. Everyone at Wyvern Academy will be provided with adequate health and safety information, instruction and training. Training profiles for staff will be developed by the designated person for Health & Safety to ensure training is provided where required and makes good use of time and resources.

Information, instruction and training does not always mean ‘formal courses’ and will also include:

- informal, ‘on the job’ training
- written instructions and guidance
- online information
- verbal management advice and instructions in good practice.

Check

### Measuring Performance

4.4.2 The academy trust will ensure that the policy, procedures and safety working practices are implemented and adequately control the risks identified by measuring performance.

4.4.2 The measuring of performance will include:

- routine inspections of premises, plant and equipment by site staff and the academy trust Facilities Manager.
- formal audits and inspections by the academy trust Facilities Manager.
- monitoring of contractors both in terms of their safe systems of work and the risk they present to staff and pupils.
- investigating accidents and analysing accident statistics and trends
- monitoring ill-health and work related staff absence.

## Act

### **Review**

4.5.1 The school will use the measuring of performance to inform the continuous review of health & safety with a view to improving the control of risk and reducing the likelihood of accidents and ill-health.

4.5.2 The monitoring and review process will inform changes in policy, procedures and working practices leading to continuous improvement in health & safety performance.

## Section 5: Arrangements

- 5.1 Wyvern Academy will develop arrangements related to the range of health & safety subjects identified in its risk profile. These arrangements will reflect the significance of the subject in terms of risk and the likelihood of accidents or ill-health as a result of the risks not being managed appropriately. As part of these arrangements it may be necessary for Wyvern Academy to develop further policies or operating procedures with the required level of detail and complexity proportionate to the risk.
  
- 5.2 An up-to-date list of health & safety arrangements will be available from the academy trust Facilities Manager. As a minimum this will include those listed in appendix 1.

## **Wyvern Academy – Health & Safety Policy**

### **Appendix 1 – list of operating procedures.**

Accidents / First Aid  
Asbestos  
COSHH  
Construction and Contractors  
Curriculum Safety – including Science, DT, PE  
Electrical Safety  
Fire Safety  
Gas Safety  
Legionella  
Lettings / Facilities Hire Health & Safety  
Manual Handling  
Minibus operation and maintenance  
Monitoring and auditing performance  
Risk Assessment  
Security  
Slips, Trips and Falls  
Stress  
Swimming Pool – Operation and Maintenance  
Traffic management on school site  
Training and Induction  
Violence and Aggression / Personal Safety/ Lone working  
Visits and off-site trips – Policy & Risk Assessment  
Work Equipment – Operation and maintenance  
Work Experience  
Working at Height  
Workplace Welfare / Premises Health & Safety  
Young Employees