

HEALTH AND SAFETY POLICY

THIS POLICY APPLIES TO ALL TRUST SCHOOLS AND THE HOPE TEACHER TRAINING PARTNERSHIP

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Contents:

Statement of intent 2
Section 1 - Organisation 3

See Health and Safety procedures documents for Arrangements

Statement of intent

Hope Learning Trust York (HLTY) will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health & Safety at Work Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes the HLTY's organisation and arrangements for dealing with different areas of risk. How these areas of risk will be addressed is detailed in Section 2 – Arrangements.

This policy will be brought to the attention of, and issued to, all members of staff and a reference copy kept in each academy's Site Control Log, and on the HLTY website. This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Signed by:

_____	Chief Executive Officer	Date: _____
_____	Chair of Trustees	Date: _____

Headteachers

Signed by:

_____	Manor	Date: _____
_____	Vale of York	Date: _____
_____	Burton Green	Date: _____
_____	Forest of Galtres	Date: _____
_____	Poppleton	Date: _____

SECTION 1 – ORGANISATION

The overall responsibility for Health & Safety lies with the Board of Trustees. The duties and responsibilities have been assigned as detailed below.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board of Trustees are responsible for ensuring Health & Safety management systems are in place and effective.

A Health & Safety co-ordinator has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback Health & Safety issues and identified actions to the Board of Trustees. The Board's nominated Health & Safety representative is Andrew Simpkin.

The Board of Trustees will receive regular reports from the Chief Operating Officer (COO) in order to enable them to provide and prioritise resources for Health & Safety issues. Where required, the MAT will seek specialist advice on Health & Safety.

RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER (CEO)

Overall responsibility for the day to day management of Health & Safety in the HLTy lies with the CEO.

The CEO has responsibility for:

- co-operating with the Board of Trustees to enable Health & Safety Policy and procedures to be implemented and complied with
- communicating the policy and other appropriate Health & Safety information to all relevant people, including contractors
- ensuring effective arrangements are in place to pro-actively manage Health & Safety, by conducting and reviewing inspections and risk assessments and implementing required actions
- reporting to the Board of Trustees on Health & Safety performance and any safety concerns or issues which may need to be addressed by the allocation of funds
- ensuring that all the premises and equipment under the HLTy are maintained in a safe and serviceable condition
- ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training
- ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a Health & Safety committee to be set up
- monitoring purchasing and contracting procedures to ensure Health & Safety is included in specifications & contract conditions

Whilst overall responsibility for Health & Safety cannot be delegated, the CEO may choose to delegate certain tasks to other members of staff.

RESPONSIBILITIES OF OTHER STAFF HOLDING SPECIAL POSTS

Head Teacher/Principal/Head of School is responsible for;

- Ensure that staff within their schools are adhering to the Health & Safety policy and procedures
- Supporting their Health and Safety Representative in execution of Health and Safety across their academy
- Notifying the Trust central team of any issues relating to Health & Safety at their site

The School Representatives forms part of the **Hope Learning Trust York Health and Safety Operations Working Group**. This group will be headed up by a member of the Trust Senior Leadership Team, and will meet at least once per half term.

The working group will ensure consistency and adherence of the policy and procedures across all academies in the Trust.

The School Representative will be primarily responsible for;

- liaising with other staff to identify health and safety issues
- convey/alert issues to leadership
- communication of Health and safety, to/on behalf of, their school
- being aware of Trust policy and procedures and assisting in the adherence to these at their schools

They will **not** have overall responsibility for ensuring health and safety compliance. This will sit with the Head Teacher.

The Site Manager will;

- apply the HLT's Health & Safety policy to their area of work
- ensure staff members under their control are aware of, and follow, relevant published Health & Safety guidance and safe working procedures
- ensure Health & Safety risk assessments are undertaken for the activities for which they are responsible, and that identified control measures are implemented
- take appropriate action on health, safety and welfare issues referred to them, informing the Head of School of any problems they are unable to resolve within the resources available to them
- carry out regular inspections of their areas of responsibility, and report and record these inspections
- ensure the provision of sufficient information, instruction, training and supervision to

enable staff and pupils to avoid hazards and contribute positively to their own Health & Safety

- ensure that all accidents (including Near Misses) occurring within their area of responsibility are promptly reported and investigated. Where relevant, these should be added to the HLTY central Risk Register

Responsibilities of Employees

Under the Health & Safety at Work Act 1974, all employees have general Health & Safety responsibilities. All employees are obliged to take care of their own Health & Safety whilst at work, along with that of others who may be affected by their actions.

All employees have responsibility to:

- take reasonable care for the Health & Safety of themselves and others in undertaking their work
- comply with the HLTY's Health & Safety Policy and procedures at all times
- report all accidents and incidents in line with the reporting procedure
- co-operate with HLTY's management on all matters relating to Health & Safety
- not to intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health, safety and welfare
- report all defects in condition of premises or equipment, and any Health & Safety concerns immediately to their line manager
- ensure that they only use equipment or machinery that they are competent and have been trained to use
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Responsibilities of Students

All students are expected to behave in a manner that reflects their academies behaviour policy and, in particular, are expected to:

- Take reasonable care of their own health and safety and that of their peers, teachers, support staff and any other person that may be in school
- Cooperate with staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare
- Report to a member of staff any health and safety concerns that they may have

- Report any near misses or incidents to staff immediately