

# Health and Safety Policy

Policy/Procedure Title	Health and Safety Policy
Approved by	PAT Directors
Reviewed	Oct 2018
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## INTRODUCTION

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The Health and Safety at Work (HSW) Act 1974 places a legal duty on The Propeller Academy Trust (PAT) to prepare and as often as may be appropriate, revise a written Health and Safety Policy and to bring this and any subsequent revisions to the notice of all its employees.

The Health and Safety Policy for the PAT contains details of the PAT's policy on health, safety and welfare at work of its students, employees and other persons who may be affected by the PAT's activities.

As required by the HSW Act, this document addresses four key areas:-

- Part 1 contains the statement of intent. Signed and dated by the Headteachers and the Chair of the Board of Directors, this states our commitment to consider safety, health and welfare in all aspects of PAT activity.
- Part 2 contains the management organisation for carrying out the policy. This part details the specific responsibilities of key roles. As the PAT moves forward in fulfilling its vision, organisational changes that have occurred since the previous policy review are reflected here.
- Part 3 contains the arrangements in place to ensure the responsibilities are discharged in practice, and that all statutory duties applicable to PAT activity are addressed. This part lists some of the main arrangements, and refers to further procedures or policies, and where they are located.
- Part 4 contains the arrangements in place to monitor, review and audit the effectiveness of the overall management of health and safety.

## **PART I**

### **HEALTH AND SAFETY POLICY STATEMENT**

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1. Health and safety is a major consideration in all aspects of PAT activities and the PAT recognises that health and safety ranks equal with or above all other issues.
2. The PAT recognises the importance of consultation prior to the implementation of health and safety arrangements and the allocation of health and safety functions to its staff.
3. The PAT Health and Safety Policy is a commitment to maintain an environment that is safe and without health risk in so far as is reasonably practicable. This includes educational visits.
4. The PAT recognises that some people are more vulnerable than others and special consideration will be given to their health and safety.
5. PAT staff, students, pupils, visitors and contractors, have a duty to take reasonable care for the health and safety of themselves and those who may be affected by their acts or omissions.
6. To control risks and monitor health and safety, the PAT will seek advice on health and safety where appropriate. The PAT will monitor health and safety issues through the Joint Sub-Committee for Resources. Members of the Committee have authority and responsibility within the scope of their role and the terms of reference of the committees for health and safety issues and are accountable to the Chair.
7. In addition to all PAT employees having a legal duty under the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations to take care of their own health and safety, and that of their fellow employees, they also have a responsibility to students and pupils and to co-operate with the PAT to enable this policy to be successfully implemented.
8. The PAT has a commitment to provide sufficient health and safety information and training to its staff.
9. The PAT is fully committed to the health, safety and welfare of its employees, students and trainees.

## **PART 2**

### **THE ORGANISATION – POSTS AND DUTIES**

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#### **2.1 RESPONSIBILITIES OF THE DIRECTORS**

As a corporate body, the Directors have the overall responsibility for ensuring:

- a) The health and safety at work of PAT employees; and
- b) Students or other persons who may be affected by the PAT's activities or the condition of the facilities on its premises.
- c) The PAT's Health and Safety Policy includes the organisation and arrangements for its effective implementation.
- d) The Policy Statement and all supplementary documents are reviewed regularly and in any event not less than once a calendar year.

Resources are made available: -

- to fulfil statutory requirements and prevent risk of injury to students and employees; and
- to provide for improvements in the health, safety and welfare at work of its students and employees and to provide particular and specialist support for those that are more vulnerable.
- to set strategies for developing employees' health and well-being.

The above responsibilities will be determined and monitored by the Chief Operations Officer who will report termly to Governors and the Board of Directors.

#### **2.2 RESPONSIBILITIES OF THE HEADTEACHERS**

The Headteachers are ultimately responsible to the Board of Directors for the implementation of the PAT's Health and Safety Policy. The Headteachers will:

- a) Receive recommendations for the development of the PAT's Health and Safety Policy and Procedures from the Health and Safety Advisor .

- b) Oversee that appropriate responsibilities for health and safety are properly assigned and accepted at all levels.
- c) Ensure that the PAT's staff fulfil their health and safety responsibilities.
- d) Determine the strategy and resources for the promotion of health and safety and personal wellbeing amongst PAT students, pupils and employees and make recommendations to the Board of Directors.
- e) Ensure health and safety performance is monitored and a safe learning environment is provided for the students and pupils.
- f) Ensure that this policy is reviewed annually and the subsequent revisions are brought to the attention of PAT employees.
- g) Take advice on the interpretation of legal requirements and measures necessary to ensure that the PAT meets its legal responsibilities.
- h) Oversee and manage the response to incidents at the PAT. This would include the provision of First Aid, fire and evacuation procedures and the maintenance of the PAT's personal emergency evacuation plans (PEEP) register.

## **2.3 RESPONSIBILITIES OF THE HEALTH AND SAFETY ADVISOR**

The Health & Safety Advisor will:

- a) Carry out annual reviews of this policy and associated documentation and bring recommendations for changes to the attention of the Head teachers and Directors.
- b) Develop policies, procedures and standards and communicate these as appropriate.
- c) Develop the requirements for "Safe Systems of Work" (including permit to work systems).
- d) Advise and assist the Headteachers and Directors on the development and implementation of risk management strategies.
- e) Develop a framework for monitoring, reviewing and auditing health and safety performance.

- f) Advise on emergency planning measures to facilitate safety of staff, students, pupils and visitors.
- g) Maintain copies of relevant regulations, standards and other advisory literature and disseminate these to employees as appropriate.
- h) Maintain accident records and report the findings of accident analysis to the Headteachers and the Joint Sub-Committee for Resources. Report accidents to the HSE (Health and Safety Executive) and other bodies within the set time frame.
- i) Prepare annual progress report on the findings of the annual inspection for submission to the Board of Directors.

## **2.4 RESPONSIBILITIES OF THE SITE MANAGER [CARETAKER]**

The Site Manager has additional responsibilities for:

- i) Ensuring that all facilities within his/her control are of a safe, clean and hygienic state at all times;
- j) To ensure that all plant and equipment is maintained and serviced by suitably qualified persons;
- k) To ensure all Safety Checks are carried out within the required time;
- l) To control the security of all premises and facilities within their control;
- m) To oversee the maintenance of all vehicles within their site.

## **2.9 RESPONSIBILITIES OF ALL EMPLOYEES**

All employees have a legal duty:

- a) To take reasonable care of their own health and safety and that of others, such as students, pupils and colleagues whilst at work;
- b) To assess health and safety risks affecting their students and pupils and provide them with instructions and supervision to carry out their tasks safely;
- c) To seek advice from their manager when they are uncertain about the safety implications of the activities they organise for students and pupils;
- d) To co-operate with their line manager to the extent that is necessary for them to fulfil their health and safety responsibilities;

- e) Not to interfere with or misuse items provided for health and safety;
- f) To use equipment or safety devices, in accordance with the training or instructions provided;
- g) To inform their line manager of situations which may present a danger to health and safety;
- h) To report accident/incidents to the Headteachers and / or the Health and Safety Advisor
- i) To be aware of the particular needs of some students, pupils and staff.

## **PART 3**

### **ARRANGEMENTS, SYSTEMS AND PROCEDURES**

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The PAT is committed to compliance with the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, and to use the HSE's guidance 'Successful Health and Safety Management' [HSG65] as our model. The PAT has a variety of arrangements, systems, policies and procedures in place.

- (a) Meetings to discuss the continued high standard of health and safety management;
- (b) Policies and procedures specific to aspects of health, safety and safeguarding;
- (c) Dealing with accidents, incidents and emergencies;
- (d) Staff training.

#### **Meetings**

##### **The Joint Sub-Committee for Resources**

This committee meets at least three times a year and "Health and Safety" is a standing agenda item. The committee:

1. Monitors Health and Safety policies and procedures, ensuring that they are reviewed and updated;
2. Ensures that policies and procedures comply with health and safety legislation and best practice guidance;
3. Monitors and reviews the health and safety activities and organises internal and external inspections and audits, to ensure that they are working effectively;
4. Ensures that there is an adequate process in place to deal with day to day issues of health and safety management;
5. Consults and informs staff about health and safety matters;
6. Ensures specialist health and safety expertise is contracted when necessary;
7. Acts as forums for the Headteachers and encourages consultation with employee representatives on health and safety issues.
8. Studies accident trends for the PAT and puts forward recommendations for corrective action.



## **Policies and Procedures**

- All of the PAT's policies and procedures can be accessed via hard copies from the School Office and by following the links on the school websites to the PAT website:
- <http://www.thepropelleracademytrust.org.uk/>
- [www.fitzwaryn.oxon.sch.uk](http://www.fitzwaryn.oxon.sch.uk)
- [www.kingfisher.oxon.sch.uk](http://www.kingfisher.oxon.sch.uk)
- Health and Safety Procedure informs staff what they must do to comply with current legislation.
- Policies and procedures are written in a manner that will make them understandable and workable.

## **Dealing with Accidents, Incidents and Emergencies: A Planned Accident Prevention Philosophy**

With an objective of a reduction in accidents and dangerous occurrences, the PAT will carry out proactive risk assessments. It will recognise problems, establish responsibility, take all factors into account, decide accident prevention action and monitor results. There will be reactive after-event investigation, recording and monitoring to establish the root cause and to take measures to prevent repeat problems.

## **Accidents and RIDDOR**

- The PAT recognises its duty under the Reporting of Injuries Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR). It has an obligation to report to the appropriate enforcement authority certain specified injuries or death. In particular it must report any injury resulting in the injured person being admitted to hospital for more than 24 hours or when a person is unable to carry out their normal work or is absent for more than seven consecutive days as a result of an accident.

The appropriate Health and Safety Executive is at:

Priestley House  
Priestley Road  
Basingstoke RG24  
9NW  
(Tel: 01256 404136)

- First aid kits are provided throughout the PAT school sites and are managed by classroom teaching assistants.
- It is the responsibility of everyone to report accidents as soon as possible. All accidents and incidents (near misses) must be recorded on an Accident/Incident form and sent to the Headteacher / SLT to be logged and investigated if necessary.

## **Fire Precautions and Evacuation Procedures**

- Fire escape doors are clearly marked and must never be obstructed.
- For minor fires, fire extinguishers and fire blankets are provided.
- A comprehensive fire alarm system is installed and must be used in the event of fire.
- The evacuation procedure has been communicated to staff by distributing the Fire Policy, practice fire drills will be carried out to comply with legislation requirements.
- The assembly points are as shown on maps in the Health and Safety notice boards.
- Staff, students/pupils with disabilities, learning difficulties, or medical conditions are identified. and all pupils/students and several members of staff have individual evacuation plans [PEEP]; in particular, those using wheelchairs need to be able to use the refuge system in place.

## **Training**

- All appropriate health and safety training is supplied to staff to ensure both the safety of themselves but also that of the students. Training needs are identified by the Headteacher and SLT through the monitoring and meetings process. The Headteacher and / or SLT are responsible for the sourcing and organisation of the delivery.

## **PART 4**

### **MONITORING, REVIEW AND AUDITING**

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The PAT is committed to compliance with the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, and to use the HSE's Guidance 'Successful Health and Safety Management' [HSG65] . In order to gauge success and to prove commitment to improve, we have put in place a variety of monitoring processes.

- Daily inspections of the workplace [Schools] by the Site Manager,
- Quarterly inspection / (or as required) of the schools by the Health and Safety Advisor,
- Termly visits (3 a year) by H&S Governor / Director ,
- Annual H&S inspection / audit (outside agency currently Abingdon & Witney College);
- Detailed accident investigation.

#### **Inspections**

The Governor / Director visit and H&S Audit inspections are planned and report on the following:

- The fabric of the buildings
- Suitability and safety of facilities
- Suitability and safety of equipment used
- Practices and procedures within the PAT

On completion of the inspection, a report will be produced that has listed any deficiencies that are observed. However deficiencies will also have been verbally reported to the Health and Safety Advisor for the Pat and/or the SLT who will proceed with remedying issues. The reports are reported to the Joint Sub-Committee for Resources and an agreed review date will be recorded to ensure actions have been carried out.

#### **Detailed Accident Investigation**

Reporting and reviewing of all accidents and incidents will take place. The Headteacher and / or SLT will carry out detailed investigations of all accident reports. The focus of the investigation will be to check root cause of the accident and the suitability of risk assessments and training provided.