



## Health & Safety Policy – DCP 017

**Policy Owner:** Darren Luckhurst

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### Introduction

Everyone who works at, attends or otherwise visits any school with the Drapers' MAT is entitled to expect a safe and healthy environment.

All directors, governors, staff, pupils and visitors have a responsibility to take reasonable care to avoid injury to themselves and to others and to cooperate to ensure that statutory duties and obligations are fulfilled.

### Scope

This policy applies to all directors, governors, staff and pupils of the Drapers' Multi-Academy Trust (MAT). It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

### Definitions

<b>Child</b>	Anyone under the age of 18.
<b>Health</b>	The well-being of an individual
<b>LGB</b>	Local Governing Body, with delegated powers of governance from the board of the MAT.
<b>MAT</b>	Drapers' Multi-Academy Trust.
<b>Parent</b>	Those having parental responsibility for the care of a Child (including Carers).
<b>Pupil</b>	Anyone enrolled at a MAT school (including students in Years 12 and 13).
<b>Safety</b>	The absence of immediate danger and the reduction of risk of danger to the maximum practicable level.
<b>Sanctions</b>	Punitive measures defined in the Staff Disciplinary Policy – DCP 022.
<b>Staff</b>	Anyone employed by the MAT.



## Policy

### **Principal**

1. The Principal of each school within the MAT is responsible for Health and Safety within their school. As part of this responsibility, he/she must appoint a dedicated Health and Safety Coordinator and an Educational Visits Coordinator.
2. The Principal is responsible for understanding their legal responsibilities and ensuring that they have the necessary training to discharge them effectively.
3. The Principal must ensure that local policies and procedures are operating so that their school complies with all Health and Safety legislation, regulation and best practice.
4. The Principal must report on all Health and Safety matters to the LGB as part of the Principal's Report.
5. The Principal must ensure that local procedures, compliant with statute, are available for staff to follow on Risk Assessment and Accident reporting. Local procedures must include, but are not limited to:
  - i. Administration of medicines
  - ii. Computer display screens/ workstation ergonomics
  - iii. Fire/ emergency evacuation
  - iv. Fire prevention/ detection kit
  - v. First aid
  - vi. Health & Safety representatives
  - vii. Waste disposal/ hazardous waste
  - viii. Services – isolation point locations
  - ix. Site maintenance/repairs regime
  - x. Manual handling
  - xi. Security
  - xii. Severe weather arrangements
  - xiii. Health & Safety training
  - xiv. SEN equipment
  - xv. Caretaking/ cleaning
  - xvi. Hazardous substances – Asbestos/Legionella
  - xvii. Premises use out of hours
  - xviii. Staff Guide on Health & Safety summarising the above



## **LGB**

6. The LGB performs the role of the Health and Safety Committee for the school.
7. Internal policies and procedures relating to health and safety must be approved by the LGB. When approving health and safety policies and procedures, the LGB must:
  - a. Enlist professional advice to ensure that they are compliant with the requirements of the appropriate legislation and codes of practice.
  - b. Ensure there is an appropriate management structure for Health and Safety including appropriately qualified support that can identify and evaluate risks.
  - c. Ensure that there is effective and enforceable implementation of policy and procedures
  - d. Ensure that sufficient resources are allocated and deployed to enable the policy and procedures to operate effectively.
  - e. Assess annually the effectiveness of the policy and ensure that any necessary improvements are made.
8. Specific provision must be made for the following:
  - a. A safe place to work, including safe means of entry and exit.
  - b. Provision of plant, equipment and systems of work that are safe.
  - c. Safe arrangements for the handling, storage and transportation of articles and substances.
  - d. Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
  - e. Provision of appropriate supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner
  - f. Provision of safety and protective equipment and clothing as necessary, with associated guidance, instruction and supervision.

## **Health and Safety Coordinator**

9. The Health and Safety Coordinator is responsible for the day-to-day operation of all Health and Safety policies and procedures and is the designated contact of the Health and Safety Executive.
10. Within the Health and Safety policies and procedures, the Health & Safety Coordinator is responsible for the following:



- a. Ensure that a copy of the school's most recent Health & Safety guidance documents is kept in the administrative office of the school. Copies must be distributed to relevant members of staff and a record kept of who has received them and when.
- b. Establishing a record keeping system for all Health & Safety documentation, including risk assessments, incident reports, safe systems of work and emergency procedures.
- c. Ensure that health and safety information is communicated to relevant staff.
- d. Ensure that accidents are recorded, reported and investigated using the established procedures as required in section 4 above.
- e. Ensure that there are adequate arrangements in place to enable the school's employees to be consulted on matters affecting their health & safety.
- f. Perform assessments for all risks to health and safety, record significant findings together with appropriate preventative measures to be taken. Ensure that approved changes are implemented effectively as required in section 4 above.
- g. Ensure that adequate arrangements have been made to manage potential emergency situation.
- h. Ensure that new employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health and Safety Policy, fire and other safety procedures.
- i. Ensure that the school's health and safety performance is monitored and to reported to the Principal at least twice per term.
- j. Deal with all reported incidents including remedial action and escalation to the Principal where necessary.
- k. Ensure that termly Health and Safety inspections are carried out following a risk-based approach.

### **Managers and Supervisors**

11. All staff who have responsibility for overseeing, directing or managing other staff are responsible for ensuring that the Health and Safety policies and procedures are implemented and followed in their areas of activity. These responsibilities must be included in their job description.



### **All Staff**

12. All staff have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the school to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.
13. All staff have a responsibility to report hazards and unsafe practices which they become aware of using the Academy's hazard reporting system. Staff should take all reasonable steps to make the situation safe without putting themselves at risk.
14. Staff must ensure that they are fully aware of their own health & safety responsibilities set out in the various school policies and procedures,

### **Pregnant Staff**

15. The school has a duty to assess and control the risks to pregnant mothers. In order to be able to fulfil this duty, should inform their line manager about their pregnancy at the earliest opportunity. The MAT recognises that some prospective parents may not wish for information on their pregnancy to become public. The MAT will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

### **Educational Visits Coordinator**

16. The Principal must appoint an Educational Visits Coordinator who is responsible for ensuring that all trips and visits are approved in accordance with the school's "Off Site Procedures" and that the visit leader is competent and has completed a suitable and sufficient risk assessment.

### **Sanctions**

17. Failure to comply with Health and Safety requirements is a serious matter and may result in sanctions up to and including dismissal.

### **Review**

16. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
17. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.



18. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
19. The MAT board must formally review and re-approve this policy every five years.