



HEALTH AND SAFETY & WELLBEING POLICY

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HEALTH AND SAFETY & WELLBEING POLICY

This is a generic policy which pertains to all of the academies in Staffordshire Learning Trust. Each academy will adopt this policy together with its very own customised version, which is specific to an individual school within the Trust; a copy of each customised policy can be found in Appendix 1.

SUCCESS INDICATORS:

The Trust and all of its academies have a Health, Safety and Wellbeing policy which:

- Provides an overview of the Trust's policy on health, safety and wellbeing
- Outlines the arrangements that all of its academies have in place for health, safety and wellbeing
- Assigns roles and responsibilities to key staff in each academy
- Is monitored and reviewed regularly by senior leaders at both Trust and Local Governing Body level.

The Leadership Team of each Shire Learning Trust academy and the Local Governing Body are committed to ensuring the Health and Safety of everybody involved in the academy. They aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school visits#
- Establish and maintain safe working procedures for staff and pupils
- To provide and maintain safe academy buildings and safe equipment for use in academy
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in their academy
- Formulate and implement effective procedures for use in the event of fire and other emergencies
- Investigate accidents and take steps to prevent a re-occurrence
- Take proactive measures to prevent accidents and incidents of a dangerous nature, which could be hazardous to health.

OVERVIEW:

The Trust requires all of its academies to have a Health, Safety and Wellbeing Policy in place. The Trust's Health, Safety and Wellbeing Policy is a generic policy that has been developed by the Trust Board. Each academy's procedures are developed and monitored by the Headteacher and Local Governing Body.

Roles and Responsibilities within each academy

The **Local Governing Body** will:

- Give strategic guidance
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Take steps to ensure plant, equipment and systems of work are safe
- Ensure that the academy provides adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe

- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and pupils
- In their critical friend role, maintain an interest in all the health and safety matters
- Review and monitor the effectiveness of this policy

The **Headteacher** is responsible for the day to day running of the academy. They will:

- Promote a positive, open health and safety culture in their academy
- Report to LAC members on key health and safety issues • Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Caretaker (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner
- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Headteacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for their academy
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

The **Caretaker** (or the member/s of staff assigned to that role) is responsible for day to day maintenance and other buildings/grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Adhere to risk assessments, COSHH assessments and safe working practices

All Academy Staff will:

- Read the Health and Safety Policy
- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students/pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the academy's risk assessments

In accordance with the academy rules and procedures on discipline, **pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency.

Employer responsibilities:

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act.

On behalf of the Trust, our local authority Health and Safety Adviser, Dean Willet's will:

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment

APPENDIX 1

Health & Safety Policies attached for:

- Gnosall St Lawrence C.E. primary Academy & Pre School
- Haughton St Giles C.E. Primary Academy
- Woodseaves C.E Primary Academy