

# The Aspire Academy Trust

## Health & Safety Policy

### GENERAL STATEMENT:

The key objective of The Aspire Academy Trust is to deliver services and facilities for teaching and learning to a standard commensurate with, at least Academy education standard norms. This objective would not be attainable without accepting certain levels of risk. These risks are only acceptable if they are reduced to the lowest reasonable practicable level, in accordance with statutory health and safety requirements. In addition to our moral and financial obligations, health and safety law requires The Aspire Academy Trust as an employer, to bear overall duty for the care of its employees, contractors, visitors and members of the public on its premises. To comply with these obligations it has developed an organisation and arrangements for health and safety management in which all Academy staff have a contribution to make. This statement is issued in accordance with the Health and Safety at Work Act (1974). The content and aims of this policy are accepted and approved by the Academy's governing body and the arrangements set out below are designed to implement the policy at The Aspire Academy Trust. To support this overall H&S policy the governing body has approved a series of other H&S policies to support the effective management of H&S at The Aspire Academy Trust (these policies are listed at the end of this document).

Signed \_\_\_\_\_  
(Head teacher)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Chairperson of the Governing Body)

*Reviewed and updated with all staff annually and New Dimensions quarterly.*

### PURPOSE OF THE POLICY:

The purpose of this Health and Safety Policy is to set out our commitment to health and safety and to define our organisation and arrangements for health and safety management. In addition, the policy describes how to obtain information and advice on health and safety matters.

**It is not sufficient merely to read this policy. Our commitment to health and safety must be translated into effective action.**



If our Health and Safety Policy is effective, not only will we reduce the risk of injury and damage, but we will have healthier staff, greater productivity and reduced work-related absence. Also, by following our example, our students will take with them when they leave a positive attitude to health and safety which will continue to protect them and the people they meet or work with for the rest of their lives.

## **GENERAL GUIDELINES:**

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the Academy;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the Academy premises;
7. lay down procedures to be followed in case of accident;
8. teach safety as part of pupils' duties where appropriate;
9. provide and maintain adequate welfare facilities.

## **RESPONSIBILITY OF THE GOVERNING BODY:**

The Governors and Headteacher are responsible for implementing this policy within the Academy. In particular they will:

1. monitor the effectiveness of the Academy's health & safety policies and the safe working practices described within them and shall revise and amend them, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the Academy to the Academy H&S policies and procedures and of any relevant safety guidelines and information issued by the Academy;



4. make arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all staff at the Academy as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the Academy will be appropriately informed;
6. ensure that regular safety inspections are undertaken;
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety team;
8. report to the governing body any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the Academy. Such delegated responsibility must be defined as appropriate.

#### **DUTIES OF THE H&S RESPONSIBLE PERSON:**

The delegated H&S responsible person (Business Manager) shall:

1. assist the Headteacher in the implementation, monitoring and development of the health & safety policies within the Academy;
2. monitor general advice on safety matters by relevant bodies and advise on its application to the Academy;
3. co-ordinate arrangements for the design and implementation of safe working practices within the Academy;
4. investigate any specific health and safety problem identified within the Academy and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
6. assist in carrying out regular safety audits of the Academy and its activities and make recommendations on methods of resolving any problems identified;
7. support the governing body to ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.



N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

## **DUTIES OF ACADEMY STAFF FOR PUPILS AND OTHERS IN THEIR CARE:**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. provide the opportunity for discussion of health and safety arrangements;
9. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. where private vehicles are used to transport children to and from Academy functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the H&S Responsible Person Andrew Gibson (Site Manager) or the Headteacher.

***WHENEVER A MEMBER OF STAFF IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE H&S RESPONSIBLE PERSON ANDREW GIBSON (SITE MANAGER) OR THE HEADTEACHER.***

Please note the following:-



1. It must be realised that newly appointed Academy staff could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of Academy staff.

## **RESPONSIBILITIES OF PUPILS:**

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous;
3. observe all the safety rules of the Academy and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the Academy handbook.

## **VISITORS:**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the health & safety rules of the Academy.

## **LETTINGS:**

The Governors and Headteacher must ensure that:

1. the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;



3. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. hirers using any equipment or facility provided by the Academy are familiar with its safe use and, if necessary, briefed accordingly;
5. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

### **SUPPORTING HEALTH & SAFETY POLICIES:**

1. Asbestos Policy
2. CoSHH Policy
3. Display Screen Equipment Policy
4. Electrical Safety Policy
5. Fire Policy
6. First Aid Policy
7. Lone working Policy
8. Manual Handling Policy
9. Personal Protective Equipment Policy
10. Violence in the Workplace Policy
11. PUWER Policy
12. RIDDOR Policy
13. Right to Refuse Unsafe Work Policy

