

Amadeus Primary Academies Trust Health & Safety Policy

Date: September 2019	Review: September 2020
Signed : Trust Chief Executive Officer	Signed : Trust Chairman

Introduction

Amadeus Primary Academies Trust is committed to achieving the highest standards of health, safety and welfare for all matters within its management control so that employees, pupils, visitors and others who may be affected by activities of the school are, so far as is reasonably practicable, not exposed to hazards and protected from risks.

Responsibilities

Trustees

The ultimate responsibility for ensuring that the school premises, access thereto and therefrom, and any plant or substance in the premises or provided for use there is safe and without risks to health, so far as is reasonably practicable, rests with the Trust. Amadeus Primary Academies Trust delegate the day to day oversight and monitoring to the Local Governing Body. The Trustees, Local Governing Body and Staff must ensure that they are aware of the legislation relating to Health & Safety.

The Trustee appointed as the Health & Safety representative is Paul Allen (Chairman)

Local Governing Body

The Local Governing Body must appoint a Governor with particular responsibility for health and safety. Health & Safety will be a standing item on every Governing Body agenda.

- all necessary procedures and systems of work are developed, implemented and reviewed so as to ensure the successful application of this policy, compliance with statutory requirements, and associated codes of practice, and that these are taken into account in determining the allocation of resources
- regular monitoring is carried out in accordance with the requirements of the Governing Body and reported to them

The Governing Body of each Academy is to appoint a Fire Safety Officer for the Academy who will be the designated as the “responsible person” for fire safety. This person must be competent to carry out the role and have sufficient authority and powers to be able to perform the role properly and must be a staff member of the Academy senior management team. For the purposes of fire safety “competent” can be regarded as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a role safely.

The Governing Body must notify the Board if there are any concerns that have been raised. This must be communicated via the Finance Director and/or Chief Executive Officer.

Principal

At operational level, the Principal or in his absence the nominated Deputy is responsible and accountable to the Local Governing Body in so far as is reasonably practical, for implementing this policy and for all matters relating to health, safety and welfare within the establishment. In particular this will include:

- Organisation - there is an appropriate Organisation with the establishment for implementing this policy;
- Health and Safety Policy - the health and safety policy is brought to the attention of all staff, a copy should be given to all staff and one displayed in the staff room;
- Responsibilities - individual employees, and supply staff are aware of their responsibilities for health and safety;
- Consultation - promote through consultation and other means, the active involvement of staff (including agency) and pupils in the development, promotion, implementation and monitoring of measures provided for health and safety;
- Information - Staff are informed about the safer schools website and other sites applicable.
- Notice Board Information - copies of the establishment's local "Health and Safety - Organisation and Arrangements - Notice Board Information" are completed, posted on notice boards in a prominent position and updated as appropriate;
- Implementation - the provisions set out in the arrangements and Codes of Practice are implemented;
- Communication - other health and safety information is communicated effectively to relevant staff;
- Risk assessment - adequate assessment of all the risks from hazards in educational activities is carried out and significant findings are recorded, with appropriate preventive measures in place to ensure safe practice;
- Visitors - the health and safety of any visitors to schools, and volunteers involved in any school activity is assessed and adequate precautions applied;
- New or pregnant mothers - that adequate assessment is carried out of any risks to new or pregnant mothers, with changes to work practices arranged or special precautions ensured;
- Security - that security of premises and pupils are protected;
- Planning - risks to health and safety are taken into account and assessed/re-assessed when any change to policy, buildings, methods or equipment are being considered or planned;
- Manual Handling - manual handling operations are avoided, or where they cannot be avoided, the risks are reduced to the lowest reasonably practicable level;
- Display Screen Equipment - that VDU workstations for "users" are assessed and the risks reduced to the lowest reasonably practicable level;
- COSHH - exposure to hazardous substances is controlled to prevent ill health;
- PPE - personal protective equipment is provided free of charge where identified in the risk assessment process;
- Maintenance - that all electrical installations, portable electrical equipment, machinery, equipment and plant is maintained in a safe condition, and that inspections are arranged as

appropriate and records kept. Any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition;

- Personal monitoring – monitoring for hazardous substances is carried out where necessary;
- Health surveillance – carried out where necessary for hazardous substances. Questionnaires are completed for occupational asthma and checks are made for skin and dermatitis;
- Stress – a work environment is created where work related stress is effectively prevented or managed, with awareness of stress and well-being promoted;
- Educational visits - that educational visits are adequately planned, organised and the risks assessed in accordance with Council policy, and that performance monitoring of educational visits is carried out;
- Incident reporting - incidents and hazards are recorded, investigated and reported using established procedures, including to the Health and Safety Executive where appropriate under RIDDOR, and that all persons under their control are aware of the reporting procedure; and that appropriate remedial action is taken;
- Hazard removal - in the event of any hazard or risk to health and safety of any person under their control, appropriate action is taken to remove the hazard. Where action is of a temporary nature, consultation will take place as appropriate to enable further positive steps to be taken;
- Training, instruction & supervision - training needs are identified and met, and that employees are kept informed, instructed and supervised, and are fully aware of the hazards involved in their work;
- Induction - new employees receive appropriate health and safety information, instructions and training, including details of the Health and Safety Policy, Codes of Practice, fire and other safety procedures;
- Volunteers - all volunteers and similar agents receive adequate supervision, instruction and training to ensure safe conduct of any activities in which they are engaged;
- Fire precautions - fire precautions procedures are implemented (including fire drills);
- Emergency procedures - emergency procedures are developed and implemented;
- First aid & Fire - staff, pupils and visitors are aware of first aid facilities, fire procedures, evacuation of the premises and other emergency procedures;
- Repair & maintenance - arrangements are made to deal with premises and management issues e.g. repair and maintenance of buildings;
- Contractors – selection of and proper management of contractors/sub- contractors in accordance with Council guidelines, ensuring risks are identified and managed jointly. The significant findings are recorded, with monitoring to ensure safe systems of work are followed. Good co-operation and co-ordination between all parties is ensured. Information relating to risks is exchanged as necessary, including relevant safety rules, and procedures and procedures for dealing with emergencies;
- Asbestos - asbestos on site is properly managed and the 4Thought system kept up to date as necessary;
- Legionella – is properly managed in accordance with the requirements of L8;
- Record keeping - all statutory registers and records are kept;
- Lettings - appropriate arrangements are made with regard to lettings;
- Performance monitoring - health and safety performance is monitored, and arrangements reviewed, including regular inspection of the school, completion of the annual internal monitoring checklist, routine equipment maintenance checks, that safety devices are fitted and maintained, that safety rules are observed and followed and personal protective equipment

worn, investigation of incidents, causes of ill health and complaints, and reviewing incidents statistics to identify causes of accidents;

- Audit & review - if during any audit or performance monitoring, variations from this policy are observed, immediate and effective steps are taken to rectify the situation;
- Safety Representatives - Safety Representatives can carry out their functions including inspections and incident investigations and, where appropriate, that consultations take place with them;
- Advice - specialist advice is sought on health and safety matters when necessary;
- Review - the policy, risk assessments, procedures and systems of work in place are reviewed at least annually, that changes are made as appropriate and staff, pupils and visitors are informed of any such changes as necessary.
- Compliance - appropriate action is taken under the disciplinary procedures against anyone under their control found not complying with this statement or safe working practices;
- Provide Governors with a Health & Safety report;

Other Staff and Contractors

All staff, contractors, visitors and pupils are expected to:

- Take reasonable care of their own health, safety and welfare and that of other persons affected by their acts or omissions;
- Co-operate with the Trust, so far as is reasonably practicable, to enable it to meet its responsibilities for health, safety and welfare;
- To use , and not willfully misuse, neither neglect nor interfere with things provided for their own safety and the safety of others;
- To ensure good housekeeping and prevention of trip hazards;
- Look after themselves and anyone affected by what they do or fail to do.

The Principal of each School will must record the key individuals/contractors that are assigned with the Health & Safety responsibilities and ensure that appropriate training has been provided.

Policy Review

This policy will be monitored as part of the Trust's annual internal review or as required by legislature changes (but not limited too).

- Name of member of staff responsible for monitoring Health & Safety
- Location of fire register
- Procedure for incident reporting (named individual)
- Name(s) of establishments safety representatives
- Name of Health & Safety representative on the Local Governing Body