

<b>TUDOR PARK EDUCATION TRUST</b>	Health & Safety Policy
Person(s) responsible for updating the policy:	Chief Executive Officer
Date Approved:	Board of Directors on 7 July 2016
Period of Review:	Every 3 years
Status:	Statutory

Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

## 1.0 STATEMENT OF POLICY

- 1.1 The Board of Directors (“the Directors”) of Tudor Park Education Trust (“the Trust”) recognise and accept their responsibilities under the **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999** to take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all pupils, staff and others using Trust premises or participating in school-sponsored activities.
- 1.2 Maintenance of healthy and safe schools is a shared responsibility. The Directors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

## 2.0 DUTIES OF THE BOARD OF DIRECTORS

- 2.1 The Directors are responsible for ensuring that:
- A Health and Safety Policy is prepared
  - Health and safety roles and responsibilities are set
  - Staff are aware of the roles and responsibilities
- 2.2 In the discharge of its duty the Board of Directors, in consultation with the Executive Headteacher, will:
- make itself familiar with the requirements of the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations**

**1999** and any other health and safety legislation and codes of practice which are relevant to the work of the Trust's schools

- ensure that the policy for the provision of health and safety throughout the Trust is effective and enforceable
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made

### **3.0 DUTIES OF LOCAL GOVERNING BODIES**

3.1 Local Governing Bodies shall ensure that all decisions they make are in line with the Trust's health and safety policies and procedures and any statutory provisions set out in legislation.

3.2 In the discharge of its duty the local Governing Body, in consultation with the Academy Principal, will:

- make itself familiar with the requirements of the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999** and any other health and safety legislation and codes of practice which are relevant to the work of the school
- identify and evaluate all risks relating to:
  - accidents
  - health
  - school-sponsored activities (including work experience)
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others
- create and monitor the management structure for health and safety

3.3 In particular the local Governing Body undertakes to provide:

- a safe place for staff and pupils to work, including a safe means of entry and exit
- safe plant, equipment and systems of work
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working conditions which take account of all appropriate:
  - statutory requirements
  - codes of practice, whether statutory or advisory
  - guidance, whether statutory or advisory

- supervision, training and instruction so that all staff and pupils can perform their school-related activities in a healthy and safe manner
- necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision
- adequate welfare facilities

3.4 So far as is reasonably practicable, the local Governing Body, through the Academy Principal, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk

#### **4.0 DUTIES OF ACADEMY PRINCIPALS**

4.1 Academy Principals are responsible for the overall implementation of the Health and Safety Policy within their Academy. In particular, Principals are required to:

- Ensure implementation of the Trust's health and safety policies and procedures
- Uphold the guiding principles for health and safety and require the same from their staff
- Ensure adequate resources are available to successfully manage health and safety within their Academy
- Ensure development, implementation and review of systems within their Academy to promote management control, co-operation, communication and competence on health and safety matters
- Ensure effective monitoring of health and safety at all management levels
- Monitor the progress of any recommended remedial actions.

4.2 The day-to-day management of health and safety matters within individual Academies may be delegated by the Principal to a suitably qualified and competent person, for example the Site Manager or Caretaker.

#### **5.0 DUTIES OF EMPLOYEES**

5.1 The law requires employees to:

- take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- co-operate with their employers on health and safety matters
- do their work in accordance with training and instructions
- inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken

5.2 In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

## **6.0 HIRERS, CONTRACTORS AND OTHERS**

6.1 Visitors and other users of Trust premises will observe the safety rules of the Trust. On arrival they will record their details with the Receptionist and will be issued with a visitor pass and, if unsupervised, a fire key.

6.2 When the premises are used for purposes not under the direction of the Principal, then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

6.3 The Principal, Site Manager or Sports Hall Manager will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.4 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.5 It will be a condition for all hirers, contractors and others using Trust premises or facilities that they are familiar with this policy, that they comply with all Trust safety directives and that they will not, without the prior consent of the Board of Directors:

- introduce equipment for use on the school premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or pupils of the school.

- 6.6 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3-4 of the **Health and Safety at Work Act 1974**.
- 6.7 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal will take such actions as are necessary to prevent persons in his/her care from risk of injury.

## **7.0 EMERGENCY PLANS**

- 7.1 The Principal will ensure that a fire evacuation plan is prepared outlining the actions to be taken in the event of a fire so that everything possible is done to:
- save life
  - prevent injury
  - minimise loss
- 7.2 The plan will be rehearsed twice a year by staff and pupils.

## **8.0 FIRST AID**

- 8.1 The arrangements for First Aid provision will be adequate to cope with all foreseeable major incidents
- 8.2 The number of certificated First Aiders will not, at any time, be less than the number required by law.
- 8.3 At the discretion of the Principal, other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence.
- 8.4 Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Principal. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.
- 8.5 Adequate and appropriate First Aid provision will form part of the arrangements for all out-of-school activities.
- 8.6 A record will be made of each occasion any member of staff, pupil or other person received first aid treatment.

## **9.0 TRAINING**

- 9.1 All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work.
- 9.2 Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the local Governing Body will ensure, within the financial resources available, that such training is provided.
- 9.3 Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.

## **10.0 RISK ASSESSMENT**

- 10.1 The Trust follows a sensible and proportionate approach to health and safety management that promotes risk awareness rather than risk avoidance.
- 10.2 Sensible health and safety relies on every member of the management team making sure that risk is managed responsibly and proportionately. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.
- 10.3 Risk assessment is a continuous process and will principally be task or activity centred. Beyond that each department is responsible for writing its own risk assessment for each of the areas for which they are responsible.

## **11.0 MONITORING**

- 11.1 Each Academy shall have a Health & Safety Group made up of a Governor, the Principal and others. They will review the practical workings of the Health & Safety policy and report to the Board of Directors. They will meet at least twice yearly.
- 11.2 Governors will conduct a health and safety walk around their respective Academy sites at least once a year.

## **12.0 SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY**

- 12.1 In addition to this overarching health and safety policy, specific arrangements are outlined in the following Trust policies:

- Management of Fire Safety Policy
- Asbestos Management Plan
- Legionella Management Policy
- Contractor Control Policy
- Control of Substances Hazardous to Health (COSHH) Policy