



GREENWOOD ACADEMIES TRUST

Health and Safety Policy

Version: 10.0 Approval Status: Approved

Document Owner:	Geoff Slade
Classification:	External
Reviewed:	12/07/2018
Review Date:	13/07/2020

Table of Contents

- 1. Statement of Intent..... 3
- 2. Trustees' Responsibilities 4
- 3. Trustee(s) with specific Health and Safety responsibilities (Health and Safety
Champion(s))..... 4
- 4. Chief Executive's Responsibilities 5
- 5. Deputy Chief Executive's (Health and Safety Co-ordinator) Responsibilities 5
- 6. Principal's Responsibilities 5
- 7. Head of Department Responsibilities 7
- 8. Health and Safety Manager's Responsibilities 7
- 9. Employees 7
- 10. Arrangements and Procedures 8
- 11. Monitoring and Audit..... 8

1. Statement of Intent

I recognise my responsibilities and undertake to provide and maintain safe and healthy working conditions for all employees under my control.

I further accept that I have a duty of care to other persons (e.g. pupils, parents, visitors and contractors etc.) who may be affected by the work carried out by or on behalf of the Trust.

It is my duty to ensure that all measures so far as is reasonably practicable are taken to prevent injury and ill health by:

- providing and maintaining safe and healthy workplaces, plant and equipment ensuring safe systems of work
- ensuring that employees are competent to carry out their tasks and given adequate training
- providing suitable and sufficient information, instruction, training and supervision
- ensuring that measures are in place to control risks arising from work activities
- ensuring that arrangements are in place to disseminate Health and Safety rules
- ensuring that employees are consulted about Health and Safety matters
- providing adequate welfare facilities
- ensuring equal health and safety treatment for all
- ensuring continuous improvement in health, safety and welfare standards.

The organisation and arrangements to ensure Health and Safety standards are maintained and improved are laid down in the Trust's Health and Safety Manual. This includes the delegated responsibilities of staff employed by the Trust.

I recognise that the involvement of all employees by means of consultation and discussion with their Employee Representatives and Trade Union Representatives is essential to achieve the above and develop measures to provide adequate standards for health, safety and welfare at work.

Employees have legal responsibilities to take care of the Health and Safety of themselves and others, and to co-operate with management to assist in meeting my responsibilities.

The policy statement will be reviewed regularly.



Wayne Norrie
Chief Executive

2. Trustees' Responsibilities

The Greenwood Academies Trust has a Trust Board with Trustees.

To act responsibly in their duties under the Health and Safety at Work etc. Act 1974, Trustees will ensure that:

- there is an effective and enforceable policy for the provision of Health and Safety throughout the Trust, which is reviewed periodically to reflect changes in organisation, arrangements and legislation;
- the law and guidance from, but not exclusively, the Department for Education is followed in the policy;
- there is provision of adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff and pupils to perform their work safely and efficiently;
- there are safe and healthy working conditions for staff and pupils and a safe environment for all visitors to Academy sites. This will include planned maintenance of the building and grounds and provision of good welfare facilities;
- there are safe arrangements for the handling, storage and transportation of articles and substances;
- there is provision of plant equipment and systems of work which are safe;
- at each Academy site an appropriate competent member of staff is identified to co-ordinate and manage Health and Safety and that appropriate specialist advice and back-up is available to enable them to meet all legal requirements;
- where required, sufficient resources (so far as is reasonably practicable) are made available to ensure the Trust's health, safety and welfare objectives are achieved.

3. Trustee(s) with specific Health and Safety responsibilities (Health and Safety Champion(s))

The champion(s) shall:

- promote the importance of health and safety through their role as non-executive Trustee(s), including considering proposals made to the Board from the perspective of Health and Safety.
- when undertaking visits to Academies on normal Trust business, observe the implementation of day to day health and safety activities and report any findings to the Trust Board and Health and Safety Manager.
- in conjunction with the Health and Safety Manager, ensure that all Board members are aware of their responsibilities in relation to Health and Safety and promote the importance of Trustees undertaking relevant training.
- on an annual basis, carry out a sample of Health and Safety inspections at Trust sites to obtain an independent assurance for the Trust Board that arrangements for health, safety and welfare on Trust sites are effective and report the subsequent findings back to the Board.

4. Chief Executive's Responsibilities

The Chief Executive shall:

- be responsible for ensuring compliance with all Health and Safety legislation affecting the operations and activities of the Trust, including the provision on Academy sites and the Central Team;
- co-ordinate work with the Trust Board to achieve the standards and procedures prescribed for Health and Safety;
- ensure that arrangements for the monitoring and audit of Health and Safety are in place across all Academy sites;
- provide the Trust Board with an annual report on all matters affecting Health and Safety.
- actively promote a positive health and safety culture in the Trust

5. Deputy Chief Executive's (Health and Safety Co-ordinator) Responsibilities

The Deputy Chief Executive shall ensure:

- the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation;
- that the Trust's Health, Safety and Welfare Policy, Statement and Manual are reviewed at least once every three (3) years
- that the Trust has arrangements in place to consult with employees
- that adequate resources are provided for the Trust health and safety function and any associated activities
- a positive health and safety culture is promoted actively within the Trust

6. Principal's Responsibilities

Principals shall:

- ensure that all new and existing staff are issued with a personal copy of the 'Greenwood Academies Trust Health and Safety Induction Booklet' (available within the Health and Safety folder);
- ensure that all new staff, including all existing staff in new Academies, complete appropriate health and safety training as part of an induction programme;
- promote the Trust's health and safety culture amongst all staff
- take day-to-day responsibility for all health and safety matters in the operation of the Academy;
- together with Academy staff, assess and control the risks to health and safety of all persons from hazards within the Academy and any other Academy-related activities, wherever they are undertaken;
- provide equipment and articles for the Academy that are suitable for their intended use, are correctly serviced and properly maintained;
- be available for liaison with contractors, or their representatives undertaking any works on the Academy site, to ensure the safety of all persons exposed;

- provide suitable personal protective equipment and ensure its correct use (where a risk assessment identifies it as required);
- ensure hazardous materials and substances are properly used, stored and disposed of;
- provide appropriate and adequate welfare facilities in accordance with statutory requirements, legislation and guidance
- maintain first aid facilities and accident reporting schemes that comply with legal requirements;
- ensure that all accidents are recorded and that details of any RIDDOR reportable accidents are forwarded to the Health and Safety Manager
- ensure that all violent incidents are recorded and that details are made available to the Trust as required;
- ensure that all near misses are recorded and that details are made available to the Trust as required
- monitor progress in Health and Safety by arranging for formal inspections of the Academy as required (minimum annually) and review progress against the Academy's Health and Safety Plan to determine whether targets have been met. A copy of this plan must be sent to the Health and Safety Manager after the end of year review;
- provide information to the Health and Safety Manager to enable completion of reports and plans as required;
- provide information relating to health and safety – including statistical information – to safety and/or employee representatives
- ensure that facility time agreements for safety and/or employee representatives are complied with
- ensure that all staff are given paid time to fulfil any health and safety requirements, including on-line and other health and safety training, attending Trust level meetings etc.
- evaluate the need for any additional Health and Safety training for staff and arrange delivery;
- bring to the attention of the Health and Safety Manager any matters of Health and Safety that cannot be resolved or are of imminent danger to any person;
- ensure fire precautions and fire safety in the Academy are compliant with the requirements of Fire Regulations;
- in conjunction with the Health and Safety Manager and Deputy Chief Executive and, keep the Academy's Health and Safety Policy under review and bring any amendments to the notice of all staff;
- ensure adequate emergency procedures exist in relation to fire, bomb or intruder incidents (See Critical Incident and Continuity Management Plan);
- be responsible for activities organised on behalf of the Academy but being undertaken away from the Academy site e.g. off-site visits, sporting activities etc .

7. Head of Department Responsibilities

Heads of Department shall:

- ensure that they comply with all Trust health, safety and welfare policies
- ensure that their staff (permanent or temporary) are trained to the level required to undertake any tasks assigned to them prior to carrying out the task or are supervised until deemed competent
- ensure that they carry out and complete risk assessments and safe systems of work for areas under their control and ensure that they are reviewed at the frequencies specified by the Trust
- ensure that their staff have seen and signed any risk assessments relating to any activity they are carrying out
- ensure that their staff have seen any relevant guidance and safe systems of work relating to any activity they are carrying out.

8. Health and Safety Manager's Responsibilities

The Health and Safety Manager assisted by the Health & Safety Team shall:

- produce a draft annual Health and Safety Plan for approval by the Chief Executive and Trust Board;
- ensure that all Health and Safety related accidents or near misses are investigated either by the academy, or in more serious cases, by the Health & Safety Team and, if required under the RIDDOR regulations, ensure Academies report them to the HSE;
- provide competent advice and support on health, safety and welfare matters
- arrange for audits and/or inspections at a frequency identified by risk assessment
- arrange and where appropriate deliver Health and Safety training;
- bring the details of any serious concerns to the attention of the Chief Executive;
- provide annual reports on Health and Safety to the Chief Executive.
- promote a positive health and safety culture within the Trust

9. Employees

As employees, all members of staff have a duty in law to:

- work safely and not interfere with anything provided to safeguard their Health and Safety;
- not put their own or other person's Health and Safety at risk;
- co-operate with managers/leaders on Health and Safety matters.
- take a pro-active approach to health and safety

All staff are encouraged to participate in improving Health and Safety by reporting all Health and Safety concerns to the Principal and to foster safety consciousness and good practice amongst other employees and pupils.

10. Arrangements and Procedures

The Trust will put in place such arrangements e.g. regular or ad-hoc committees to support the Trustees in delivering their health, safety and welfare responsibilities. These will include but are not limited to the People Committee and Health and Safety Committee

In order to deliver the Health and Safety policy, each Academy will follow the Trust's Health and Safety Manual. The manual is available to all staff on SharePoint, an internet based file management system. The manual contains policy documents, information, guidance, forms and generic risk assessments, including risk assessments for off-site visits.

Health and Safety for off-site visits, including associated policies, information, guidance and risk assessments, are managed through an internet based software tool (EVOLVE). The Trust Senior Adviser for Academic Resilience also provides consultancy and support for off-site visits.

Please see 'Health and Safety of Pupils on Educational Visits' for the detailed policy.

11. Monitoring and Audit

New Academies

Health and Safety arrangements at all new Academies (including existing schools joining the Greenwood Academies Trust) are reviewed prior to opening by the Health and Safety Team. Following this review, an action plan is produced for the Principal to implement.

Existing Academies

Health and Safety arrangements at existing Academies are monitored as follows:

- Daily – visual checks by all staff to identify any potential Health and Safety issues. If identified, these should be reported immediately to the responsible manager.
- Termly – review of Health and Safety performance by the Principal.
- Annually – formal inspection of the site by the Principal.
- Annually – Inspection or (where scheduled or identified e.g. by risk assessment) audit of Health and Safety arrangements (including site visit) by the Health and Safety Team. In Primary Academies inspection and/or audit will cover all areas; in secondary academies audits may be function specific e.g. Science, D&T or cover the whole Academy