

# Health, Safety and Welfare Policy Statement

The Greenwood Academies Trust (the Trust) accepts its duty under the Health and Safety at Work etc Act 1974 and is committed to providing and maintaining safe and healthy working conditions and appropriate welfare arrangements for all of its employees. It also accepts its duties under The Act to other people e.g. students, visitors etc. using its buildings and facilities or affected by activities carried out by or on behalf of the Trust.

## Responsibilities

### **The Trust Board**

- To agree the overall framework and operational responsibilities for health and safety
- Give due consideration to matters of health, safety and welfare when allocating resources and responsibilities

### **Chief Executive**

- Issue the Trust's health, safety and welfare policy statement
- Ensure that senior staff discharge their responsibilities
- Ensure that financial and other resources are available to meet health, safety and welfare responsibilities
- Be aware of the general requirements of health, safety and welfare legislation relevant to the activities, overall policies and expected standards of the Trust

### **Deputy Chief Executive**

- Ensure the development of health, safety and welfare strategies and plans to achieve and maintain compliance with health, safety and welfare legislation
- Ensure that the Trust's health, safety and welfare policy, statement and manual are reviewed at least once every 3 years

### **Regional Education Directors**

- Take an active and visible role in the management of health, safety and welfare within their region and promote a positive health and safety culture

### **Principals and Heads of School**

- Take an active and visible role in the management of health, safety and welfare within their academy and promote a positive health and safety culture

- Ensure adequate employee representation at Trust Health, Safety and Welfare Committees
- Ensure compliance with all Trust health, safety and welfare policies and procedures
- Ensure that financial and other necessary resources are available to meet health, safety and welfare responsibilities
- Ensure that Heads of Department and all other managers fulfil their role and responsibilities in the effective management of health, safety and welfare
- Be aware of the general requirements of health, safety and welfare legislation relevant to the activities and areas under their management and the overall policies and maintain the expected standards of the Trust

### **All Employees**



- Co-operate with managers to ensure compliance with health, safety and welfare legislation
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work
- Use plant, machinery, equipment, dangerous substances and other safety devices in accordance with health and safety information, instruction and training they have been provided with or seek appropriate guidance
- Not misuse or interfere with anything provided in the interests of health and safety at work
- Where an imminent and significant risk to a person's health or safety exists, stop the activity being undertaken and when safe to do so, notify their line manager
- Immediately report accidents, violent incidents, near misses, dangerous occurrences, hazardous workplaces or defective equipment to their line manager

### **The Trust will take all reasonable steps to prevent injury and ill health by ensuring:**

- Safe and healthy workplaces, equipment and procedures
- Adequate welfare facilities and arrangements
- Suitable and sufficient training, information, instruction and supervision
- Continuous improvement in health and safety standards
- A positive health and safety culture is in place across the Trust
- Consultation with employees and trade unions' accredited safety representatives on matters that significantly affect the health, safety and welfare of employees and others
- This policy is brought to the attention of all employees
- Provision of sufficient resources to meet the requirements of this policy

Within the Trust, a Health, Safety and Welfare Committee, consisting of senior staff and safety/employee representatives from each Academy will meet at least once a term.

Professional health, safety and welfare advice and assistance is provided through the Health and Safety Team.

Wayne Norrie Chief Executive		July 2016		David Shelton Chair of Trustees
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