



HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY STATEMENT

The Aspire Academy Trust (the Trust) recognises that it has a legal duty of care towards protecting the health and safety of its employees, pupils and others who may be affected by the Trust's activities and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management of the Trust will :

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, safe systems of work or as a last resort through use of personal protective equipment.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the Trust activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

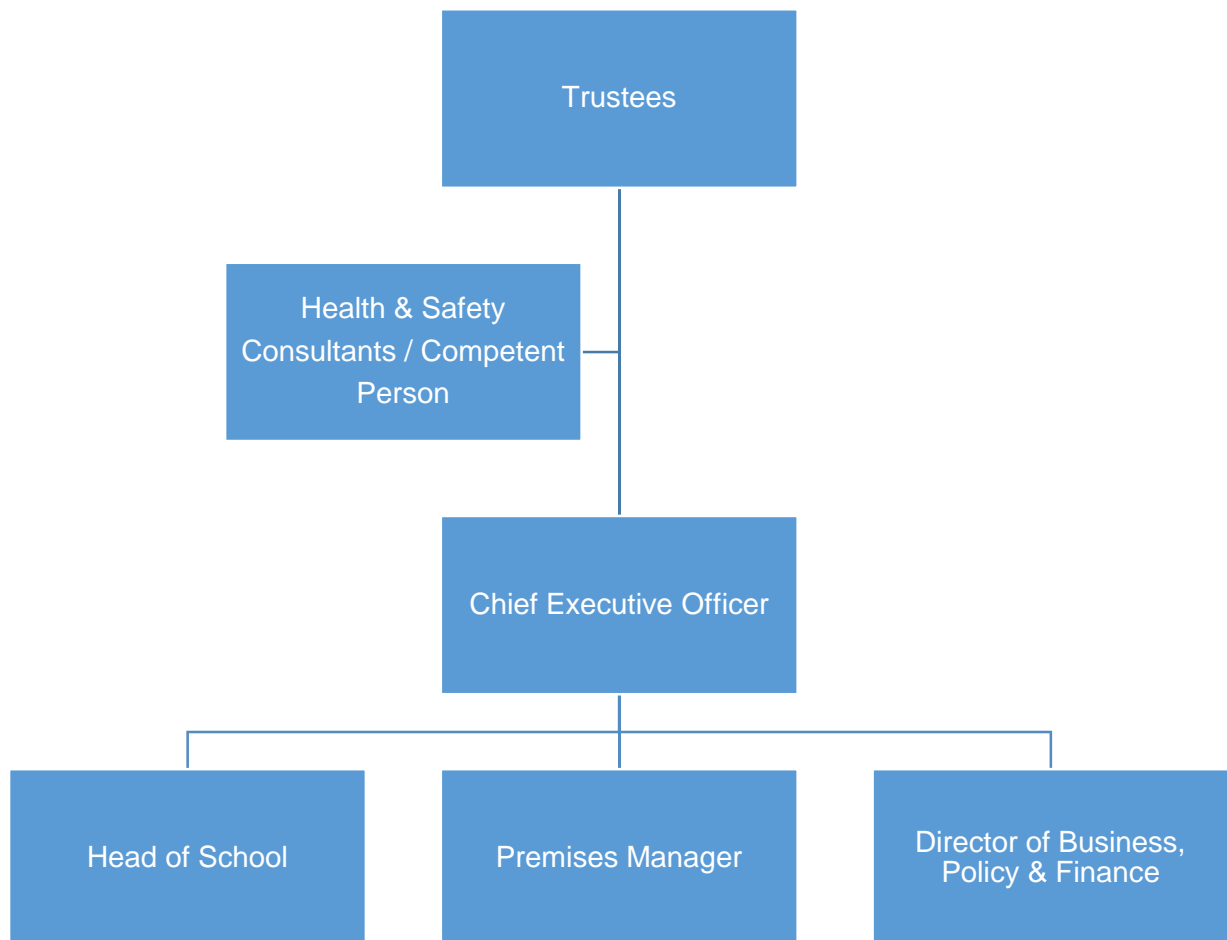
Dated:

Chief Executive Officer

Aspire Academy Trust



HEALTH AND SAFETY ORGANISATION



RESPONSIBILITIES AND RULES

The Trustees have overall responsibility for ensuring that the Aspire Academy Trust's statutory obligations in respect of Health and safety are met. The Chief Executive Officer, Director of Business, Policy and Finance, Principals, Premises Manager and designated health and safety staff are responsible for ensuring that satisfactory arrangements exist within their remit for meeting those obligations and how they will be met will be laid down in safety policy statements. They will also take all reasonable steps to identify and reduce hazards to a minimum. To assist in this all employees and pupils must be aware of their own and others personal safety in any of the Trusts activities, both on and off, site.

Trustees

The Trustees have overall responsibility for ensuring that the Trust's statutory obligations in respect of health and safety are met. In particular they will :

- monitor the effectiveness of the Trust's health and safety policies and the safe working procedures described within them and shall revise and amend them, as necessary, on a regular basis
- identify any employee having direct responsibility for particular safety matters and other employees who are specifically delegated to assist the Trustees and Heads of School in the management of Health and Safety at each Academy. Such delegated responsibility must be defined as appropriate
- carry out an annual health and safety performance review
- agree an annual health and safety plan for the coming year.

Chief Executive Officer

The Chief Executive Officer has responsibility for implementing this Policy within each Academy in the Trust. In particular they will :

- ensure that satisfactory arrangements exist within each academy for meeting those obligations
- make arrangements with the Premises Service to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Trust to fulfil its health and safety obligations
- make arrangements to draw the attention of all employees working within the Trust to the Trust's health and safety policies and procedures and of any relevant safety guidelines and information issued
- make arrangements for the implementation of a compliant accident reporting procedure and draw this to the attention of all employees within the Trust as necessary.

Director of Business, Policy and Finance

The Director of Business, Policy and Finance will :

- support the Trustees by working with the Premises Service to ensure that employees with control of resources, both financial and other, give due regard to safety
- support the Trustees by working with the Premises Service to ensure that suitable inspection schedules, preventative maintenance programmes and working procedures are established which enable the Trust to fulfil its health and safety obligations

- co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained
- make arrangements for informing employees and pupils of relevant safety procedures and appropriately inform all other users
- ensure that regular safety inspections are undertaken
- Undertake annual reviews of the overall health and safety policy and risk assessments.

Premises Manager

The Premises Manager is the designated Health and Safety Co-ordinator :

- assist the Director of Business, Policy and Finance and the Heads of School in the implementation, monitoring and development of the health and safety policies within the Trust
- monitor general advice on safety matters by relevant bodies and advise on its application to the Trust
- implement and monitor all the relevant health and safety policies and procedures throughout the Trust
- investigate any specific health and safety problems identified within the Trust and take or recommend, as appropriate, remedial action
- co-ordinate arrangements for the design and implementation of safe working procedures and practices throughout the Trust
- assist in carrying out regular safety audits of the academies and their activities and make recommendations on methods of resolving any problems identified
- arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe
- monitor the activities of their own and third party contractors present on Trust sites and report any safety concerns to the relevant parties.

Heads of School

The Head of School is :

- responsible for ensuring that all procedures and systems of work are designed to take account of reasonable health and safety considerations and are properly supervised at all times.

Trust Employees

All employees must :

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed

- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Pupils

All pupils must :

- co-operate with Teachers and school employees on health and safety matters
- not interfere with anything provided to safeguard their own health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to a Teacher.

Visitors

All visitors and other users of the premises (eg contractors and delivery men) are expected, as far as reasonably possible, to observe the Health and Safety Rules of the Trust. It is the responsibility of contractors and their employees to read and comply with the Trust Health and Safety policy.

All visitors must sign in at Reception and wear an identity badge at all times. Visitors must hand back their identity badge and sign out when they leave.

Parents

Parents are expected to support the Trust in any health and safety matters reported to them on newsletters and letters.

Employee Liaison with Contractors

Employees working in proximity to contractors on an Aspire Site have a responsibility to take appropriate action and report the matter to the Premises Manager or Head of School if they observe the contractor, or their operative, using any working practice or item of equipment which the employee considers to be dangerous or potentially dangerous.

Employees must ensure that contractors arriving on site report to Reception so that the Safe Contractors List can be checked, the asbestos register signed and approval to begin work given.

Enforcing Authority

The Health and Safety Executive are the Enforcing Authority for the Trust. If they arrive for a visit then they must be granted full access.

HEALTH AND SAFETY RULES AND ARRANGEMENTS

Introduction

The following rules and arrangements are based on risk assessments and each section will be supported by a full working procedure to assist employees with further information and guidance.

General

It is the duty of all employees to co-operate with the Senior Management in fulfilling our legal obligations in relation to health and safety.

Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.

Employees are required to notify to management of any unsafe activity, item or situation.

Planning and Implementation

Employee Consultation

Employees will be consulted and asked for their input on the Health and Safety policy and procedures.

Employees will be encouraged to report any concerns using a health and safety report form and/or through the completion of a maintenance or defect request.

Copies of up-to-date risk assessments, procedures and policies will be on Sharepoint and available from the Head of School.

Recognised trade unions are invited to appoint safety representatives within each academy.

Employee Information

Employees will be given a copy of the Health and Safety Policy and asked to read and make sure they understand their roles and responsibilities.

Key health and safety Information will also be included the staff handbook.

New employees will be given health and safety information on their induction.

Staff meetings will include a regular item on health and safety for discussion.

Information for Pupils, Visitors and Contractors

Information for pupils will be given at assemblies and in certain lessons as required.

Information for parents will be given on the website, in the parent handbook and through letters and newsletters.

Information for visitors will be provided during the signing in procedure.

Information for contractors will be given in writing by the Premises Service at the time of agreement of the works, verbally and through a contractor leaflet handed out during the signing in procedure.

Training

The Trust will ensure that all employees, no matter how they are employed, are adequately trained and capable of undertaking the roles allocated to them.

Health and safety training requirements for employees will be identified through the performance management reviews undertaken on an annual basis.

Online training programmes will be made available for all employees who have been identified as having training needs as a result of their role or their particular circumstances. Records of this training and its content will be retained for a minimum of seven years.

Risk Assessments

Risk assessments will be undertaken to cover all aspects of the premises which are under the control of the Trust and methods of safe working identified.

Reviewing and Monitoring

The annual health and safety review meeting of the Trustees will include the summation of key performance indicators which may include, eg hours of H&S training completed, hours worked safely, first aid incidents, days away from work, safeguarding incidents, inspections completed by site, inspections of sites by the Trust.

All termly Trustee meetings will include a health and safety report including the agreed key performance indicators.

Risk assessments will be reviewed annually to consider and assess the potential impact and knock on effects of the possible control measures which could be introduced and the viability of the financial implications.

Accident Reporting and Investigation

Any accident or injury is to be reported to the Premises Service and Head of School. Accident forms are held on Sharepoint and must be completed as soon as practically possible after the incident has occurred. The Premises Service will ensure that the Board of Trustees is informed of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation.

All significant incidents that are considered to be dangerous or near-miss situations are to be reported to the Premises Service and Head of School. An immediate investigation into the incident should be carried out in order to identify the cause of the incident and measures taken to prevent a re-occurrence.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules
- Unauthorised removal or interference with any guard or protective device
- Unauthorised operation of any item of plant or equipment
- Unauthorised removal of any item of first aid equipment
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Horseplay or practical jokes which could cause accidents
- Making false statements or in any way deliberately interfering with evidence following an incident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- Deliberately disobeying an authorised instruction.

HEALTH AND SAFETY GENERAL ARRANGEMENTS

Accidents

Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.

Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.

Employees must notify management of any incident in which damage is caused to property.

Asbestos

To assist the Trust in achieving its objectives the school will protect employees, pupils and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures have been agreed.

If you notice any material that causes you concern or you become aware of any damage to asbestos containing material you must report it immediately to your Principal/Head of School.

Contractors

The Trust will plan, co-ordinate, control and monitor the activities of contractors to effectively minimise the risks presented to employees, other persons on site and the public.

The Trust recognise that they have a duty of care to those contractors' employees working on their premises and will retain and maintain a register of safe contractors including holding information for each including their health and safety policy and procedures, letter of assurance, insurances, etc. The register will be constantly reviewed and sanctions will be applied as a result of poor health and safety performance including written warnings, suspension and removal from the register.

COSHH

The Trust will take all reasonable steps to ensure exposure of employees and pupils to substances hazardous to health is prevented or at least controlled to within statutory limits.

To assist the Trust in achieving this objective the school will give sufficient information and training to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Employees should not use any hazardous substance unless they have received the information and training for the safe use of that substance.

Disabled Persons

The Trust will give full and proper consideration to the needs of disabled employees, pupils and visitors.

To assist the Trust in achieving this objective the school will:

- treat all disabled employees, pupils and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the school's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

DSE

All reasonable steps will be taken by the Trust to secure the health and safety of employees and pupils who work with display screen equipment.

To assist the Trust in achieving its objectives the school will carry out an assessment of each user's workstation and implement necessary measures to remedy any risks found as a result of the assessment.

Driving

Driving is an integral part to some roles within the Trust and as such requires driving on company business.

Drivers will remain responsible for their own safety and that of others and must comply with the Highway Code and Road Traffic Act at all times.

Drugs and Alcohol

The Trust recognises the importance of the effective management of drug and alcohol abuse on their premises.

The Trust will not knowingly permit any employee or individual working on its behalf to report for work under the influence of alcohol or drugs nor to consume them whilst at work.

The Trust will take appropriate action, including dismissal or termination of contract, against anyone found to be in breach of this policy.

Electricity

All reasonable steps will be taken to secure the health and safety of employees, volunteers and pupils who use electrical equipment. This includes the provision, regular testing and maintenance of safe electrical equipment.

All employees will visually inspect electrical equipment before use for obvious defects and treat all leads and cables with care. Any equipment they see is damaged, defective, worn or abused must be reported to the Premises Service and/or the Head of School immediately for repair or replacement and not used.

Emergencies and Critical Incidents

The Trust is committed to ensuring the health, safety and welfare of all persons on their sites and has a procedure in place for handling all emergency and critical incidents which will be available on Sharepoint and cascaded down to all staff.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Trust does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the Fire Service officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the Trust can investigate and take remedial action if necessary.

You should familiarise yourself with the location of the fire alarms, fire appliances, fire exits and assembly points.

First Aid

The Trust has assessed the need for first aid provision across its sites and issued guidance on the numbers of fully qualified first aiders holding the First Aid at Work Certificate and the numbers of employees holding the Emergency Aid (appointed persons) Certificates are required for each site.

Food Hygiene

The Trust is committed to achieving high standards of food hygiene and all employees working with or handling food must hold a valid Level 2 Food Safety and Hygiene Certificate.

Gas Installations and Appliances

The Trust is committed to achieving high standards of health and safety for all employees, visitors, parents and others. For these reasons employing and assessing the arrangements of contractors that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

To assist the Trust in achieving this objective the Premises Service will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

Gym & Play Equipment

The Trust is committed to ensuring all gym and play equipment is safe and subject to suitable supervision when in use.

To assist the Trust in achieving its objectives they will contract an annual assessment of each site's equipment by a competent contractor and implement necessary measures to remedy any risks found as a result of the assessment. All equipment will be visually checked prior to use and any concerns raised with the site manager.

Housekeeping

The Trust recognises that slips, trips and falls are the largest cause of accidents in schools and will take all necessary precautions to keep these incidents to a minimum.

Infection Control

School employees and pupils are from time to time at risk of infection or of spreading infection.

The Trust aims to minimise the risk of the spread of infection and will implement appropriate policies and procedures.

Interactive Whiteboards

All reasonable steps will be taken by the Trust to secure the health and safety of employees and pupils when interactive whiteboards are used.

Legionella

The Trust is committed to preventing the build-up of Legionella pneumophilla organisms in its water systems and to prevent the inhalation of infected water droplets. They will ensure that all water tanks, taps and shower heads are periodically cleaned and tested by a competent contractor and chlorination of the tanks undertaken when results indicate this is necessary.

They will also ensure that the temperatures of hot and cold taps are tested monthly to ensure that the water temperatures are not within the range suitable for legionella bacteria to flourish.

Lone Working

The Trust recognises that they have a duty to identify and manage the increased risk to the health and safety of their employees whilst working remotely from other colleagues or persons and/or outside of “normal” working hours.

In such circumstances these risks will be identified and managed adequately using suitable controls to ensure that all risks are minimised in consultation with the Premises Service and the Head of School.

Manual Handling

The Trust is committed to ensuring that employees do not undertake tasks involving pushing, pulling, carrying or moving items which over reach their individual limits. The Trust will make every effort to redesign the task to either remove or reduce the associated risks.

The Trust will make available appropriate information, instruction, training and supervision and ensure that risk assessments for manual handling tasks are undertaken and distributed to all employees.

Medicines

The Trust follows DfE guidance on the dispensing of medicines on each site.

New and Expectant Mothers

The Trust recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your Head of School at the earliest possible opportunity so a risk assessment can be carried out.

Any necessary control measures will be implemented and reviewed regularly. Where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay.

New or expectant mothers should inform their Head of School of any changes which may affect the risk assessment including any medical conditions, incidents etc.

Off-site visits

The Trust believes that pupils can derive immense educational benefit by participating in off-site visits, activities and experiences both at home and abroad and will actively promote off-site visits to be undertaken in a safe and effective manner by ensuring that :

- all employees follow Trust procedures and guidance notes when organising off-site visits
- all off-site visits have an educational purpose and pre-determined clear educational objectives
- all participants in activities will be identified as group members associated with the Trust
- all pupils will have full access to each visit that is appropriate to their class year, regardless of their abilities, therefore developing the 'whole child'
- the procedures and guidance notes will be reviewed at least annually and its implementation monitored by the appointed Outdoor Education Advisor and the Educational Visits Co-ordinators
- all Educational Visits Co-ordinators must undertake a DCSF approved training course and ensure that they attend refresher training at least every three years.

PPE

The Trust provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Radiation

The Trust will endeavour to comply with both the spirit and detailed requirements of the Ionising Radiation Regulations as appropriate in reducing radiation exposure to employees to a level as low as reasonably achievable and at least to a level below which the detailed requirements of these regulations are deemed not to apply.

Security

The Trust recognises and accepts their corporate responsibility to provide a safe and secure environment for pupils, employees and visitors and will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Trust will provide employees with sufficient resources, information and training to implement the security procedures.

The Trust will, where appropriate, be informed of breaches and failures of the security system to enable them to take any corrective action as necessary to ensure the safety and security of the pupils and employees.

Smoking

The Trust operates a strict no smoking policy on all its sites.

Vibration

The Trust recognises that exposure to excessive vibration can cause severe injuries to the hands, arms or whole body and will take all reasonably practicable steps to eliminate or control employee exposure to excessive vibration exposure whilst at work.

Violence at Work

The Trust will take all reasonable precautions to reduce the risk of employees being subjected to violence whilst at work.

Working at Height

The Trust will take all reasonable steps to provide a safe, working environment for all employees who may be affected by work at height activities.

All work undertaken at height within the Trust must be conducted safely and comply with all current guidance and legislation in relation to the task.

Work Equipment

The Trust will take all reasonable steps to ensure the safety of all employees working with equipment provided to assist them in their work as well as others who may be affected by the machinery. The Trust will ensure that any new equipment is designed, supplied and maintained to work in a safe manner and will inform and train employees to implement this statement.

Working Time Regulations

The Trust supports the implementation of the basic provisions expressed in the Working Time Regulations as part of its obligations to ensure the health and safety of all employees, including full and part time, temporary and casual employees, work placements and young workers.

Young People

The Trust will develop procedures and good practice throughout the organisation to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people and vulnerable adults.