



**Inspiring Futures
Through Learning**

Inspiring Futures Through Learning

Health & Safety Policy

Valid From: January 2018

Review Date: January 2020

At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.

IFTL is a trust established by educationalists, with education and improving outcomes for children at the heart of all we do.



Scope: IFtL Multi-Academy Trust (MAT) & Academies within the MAT

Version: V1.1 – February 2018	Filename: IFtL – Health & Safety Policy
Approval:	Next Review on or before: <i>This policy will be reviewed annually by the IFtL Executive committee and approved by the Trustees at least on a bi-ennial basis</i>
Owner: IFtL Trustees	Union Status: Not applicable

Policy type:	
Statutory	Website compliancy – required to publish

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Health and Safety at IFtL

Introduction

As the employer of staff, IFTL has overall responsibility for the health, safety and welfare of staff and students in its schools and academies. The IFTL Multi Academy Trust recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

IFTL will support its academies in putting in place clear policies which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective.

In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a safety committee will be established at trust-wide level which will cover all the academies within the IFTL Multi Academy Trust. This will operate under the terms of the Safety Representatives and Safety Committees Regulations 1977. This committee will meet termly and will have a balanced union/management membership. This committee is in addition to academy-based committees dealing with health and safety, for example academy safety committees or governing body premises committees, which will report to this central committee operating across the Trust.

Although overall accountability for health and safety lies with IFTL, day-to-day responsibility for the health and safety of staff and students in individual academies is delegated to the Principals and local Governing Bodies, who in turn will delegate particular functions to other staff, in particular the Premises Manager.

The local governing bodies of academies within the IFTL Multi Academy Trust are not the employers of staff but play an important role in ensuring strategic direction and will work in close partnership with the Principal and Senior Management Team of the academy and relevant staff of the trust to support good health and safety management.

The model policy below is required for adoption by all IFTL Academy Trust schools and academies.

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HEALTH AND SAFETY POLICY FOR IFTL SCHOOLS & ACADEMIES

NAME OF ACADEMY : Fairfield's Primary School

1. General Statement of Intent

The Governing Body of (... *Academy name*...) undertakes to meet fully its responsibilities under the 'persons in control of premises section of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other health and safety legislation, to provide a safe and healthy working environment for employees and others, such as students, visitors and contractors. Details of how this will be achieved are given in the **Arrangements** section of this policy.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before particular health and safety responsibilities are delegated to them.

Where necessary, the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will ensure provision of sufficient information and training in health and safety matters to all employees in respect of the risks to their health and safety.

All employees must follow instructions to ensure the maintenance of high standards of health and safety in all academy activities.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be managed are given in the **Arrangements** section.

Signed Print Date.....
(Chair of Governors)

A copy of this signed statement of intent should be displayed along with your HSE poster and a copy of your RPA certificate in a prominent location (usually in the staff room)

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ORGANISATION

2.1 Responsibilities of the Governing Body

The Governing Body will ensure that:

- a) The Health and Safety policy provided by IFTL is presented by the Head teacher for approval and adoption by the governing body.
- b) Suitable and sufficient risk assessments of work activities are undertaken and a written record of the assessments is kept.
- c) Sufficient funding is allocated for health and safety e.g. in respect of training, personal protective equipment etc.
- d) Regular termly safety inspections are undertaken.
- e) Inspection reports, including those from trade union health and safety representatives, are considered and acted upon.
- f) Health and safety is a standing item on all agendas.
- g) An annual health and safety report is published.
- h) A positive health and safety culture is established and maintained.
- i) They keep up to date with new legal requirements and developments in health and safety practice

2.2 Responsibilities of the Head teacher/Principal

The Head teacher/Principal is responsible for day to day overall management of health and safety in the academy.

The Head teacher/Principal will ensure that:

- a) The health and safety policy is regularly reviewed as necessary, at least every two years, and that any suggestions for revisions are passed to IFTL.
- b) Suitable and sufficient risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed annually or upon change in circumstances.
- c) For high risk activities, safe systems of work are identified via a risk assessment and implemented appropriately.
- d) Information and advice on health and safety is acted upon and circulated to staff and governors.

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- e) Regular inspections are carried with reports submitted to the Governing Body and Trust.
- f) An annual report is provided to Governing Body and the IFTL Trust.
- g) There is co-operation with the Trust in meeting its legal requirements in respect of the monitoring of health and safety practices and procedures.
- h) Staff are competent to undertake the tasks required of them and have been provided with appropriate training by competent persons.
- i) Staff are provided with equipment or other resources to enable their work to be undertaken safely.
- j) Those who receive delegated responsibilities are competent; their responsibilities are clearly defined, they have received appropriate training and are provided with equipment or other resources in order to ensure they can fulfil such duties.
- k) There is co-operation, with, and provision of necessary facilities for, trade union health and safety representatives.
- l) Appropriate tasks are delegated to the Academy's Premises Manager and other premises staff.
- m) They report to the HSE, within the stated timescales, any incidents or accidents as defined under RIDDOR

2.3 Responsibilities of Senior Managers and Department Heads

- a) Deputy and assistant principals may be required to undertake any of the Principal's duties which have been reasonably delegated to them which may include responsibility for health and safety management.
- b) Heads of department/faculty may be expected to oversee health and safety matters relating to their curriculum areas.

2.4 Responsibilities of the Premises Manager¹

The Premises Manager will ensure that:

- a) Safe means of access and egress are maintained.
- b) The premises are kept clean and that adequate welfare facilities are provided.
- c) Safe working arrangements are in place when contractors are working on the premises.
- d) Adequate security arrangements are maintained.
- e) Adequate fire safety arrangements are implemented.

¹ In some schools or academies this position may be known as Facilities Manager, Site Manager or Caretaker



- f) Regular testing and maintenance of electrical equipment, including portable equipment, takes place.
- g) Adequate systems are in place for the management of asbestos and control of legionella.
- h) All premises-related accidents/incidents are recorded and investigated.
- i) Regular inspections of the premises take place, with union safety representatives invited to take part.
- j) A copy of the Health and Safety Law poster is displayed in an easily accessible location.
- k) A regular inspection, testing and maintenance regime is in place covering maintenance of grounds, car parks and play equipment.

2.5 Responsibilities of all Employees

Implementation of the policy is a management responsibility but the co-operation of all employees is essential.

All staff employed by the academy will act responsibly to ensure that:

- a) They are familiar with, and comply with, the Health and Safety Policy.
- b) They take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- c) They report immediately, to the Principal or to their line manager any serious or immediate danger of which they become aware.
- d) They report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery or the workplace generally to the Head teacher/ Principal or to their line manager.
- e) There is no misuse of anything that has been provided for health and safety purposes.
- f) They use the correct equipment and tools for the job and any protective equipment that may be supplied.
- g) They do not use unsuitable equipment or means of access to undertake tasks, particularly, but not limited to the use of chairs for gaining access to items at height.
- h) They report to their manager if they are unfit to work safely due to ill-health, infectious diseases, medical conditions, the effects of medical equipment, drug use or the effects of alcohol.

2.6 Responsibilities of all Students

All students will be encouraged to follow safe working practices and observe safety rules.

All students will:

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- a) Follow all instructions issued by any member of staff in case of emergency.
- b) Ensure that they do not recklessly or intentionally interfere with safety equipment, for example, fire extinguishers and fire alarms.
- c) Inform a member of staff of any situation which may affect their safety or that of other students or staff.

ARRANGEMENTS

3.1 Health and Safety Representatives

Under the Safety Representatives and Safety Committees Regulations 1977, a recognised independent trade union has the right to appoint safety representatives. Recognised trade unions will inform the school in writing when a health and safety representative has been appointed and, where this is the case, the academy will consult with that representative on health and safety matters. Trade union health and safety representatives are entitled to raise any issue of health and safety as it affects employees. IFTL will consult in good time with health and safety representatives on any measures which may affect the employees represented by the health and safety representative. IFTL will ensure that paid time off is provided for the inspections that the health and safety representative is entitled to undertake as well as for training necessary to enable the health and safety representative to carry out their functions effectively.

The members of staff who are health and safety representatives for the recognised trade unions are:

Trade Union	Name of health and safety representative
	Peter Gates

3.2 Health and Safety Committee

The academy will establish a safety committee to enable management, staff and trade union representatives to work together to ensure not only compliance with the law but also the development of a positive health and safety culture within the workplace. IFTL recognises that when employees are actively engaged in health and safety, workplaces have lower accident rates.

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3.3 Health and Safety Policies and Procedures

The academy will adopt the academy trust's arrangements or, where necessary, establish its own arrangements, which may be set out in separate policies or a manual, for addressing the following areas.

Reporting of Incidents/Injuries/Accidents

Asbestos management (where applicable)

Contractors on site

Off-site activities

School security

Slips and trips

Vehicle movements

Fire and emergencies

Electrical safety

Minibus safety (where applicable)

ICT use

First aid

Lifting/handling

Work at height

The provision and use of work equipment

Infectious diseases

Severe weather

Administration of medicines

Critical incidents

Lone working and personal safety

Dignity at work

Stress management and employee wellbeing

Water safety/legionella

Control of Substances Hazardous to Health

New & expectant mothers

Staff training (H&S)

3.4 Audit and monitoring

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To ensure that schools and academies are meeting their requirements with regard to health and safety, an audit and inspection program will be undertaken in addition to any internal audit and monitoring that takes place by academy staff or governors.

The trust's head of operations will carry out a formal annual audit to ensure that objectives are being met and that action plans have been implemented. This will be followed up at termly support meetings to ensure that any assistance required in achieving objectives is available.

Periodically, an external consultant will be appointed to carry out a further audit to ensure that a fully independent assessment of arrangements is undertaken. This period is likely to be every 3 years although this timescale may be varied dependant on circumstances.

