



## Health and Safety Policy

### Aim of the Trust

To provide an outstanding education for every child in the trust through high aspirations and the principles of quality learning using curiosity, exploration and discovery.

This policy should be read in conjunction with:

Trips and Visits Policy

First Aid Policy

Fire Safety Management Policy

### Statement of Intent

The Trustees of The Langley Academy Trust recognise their responsibilities under the Health and Safety at Work Act 1974 (HSWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises, or participating in academy sponsored activities.

The Trustees will actively work with the Executive Principal, Headteachers and staff to identify hazards and where these cannot be removed, ensure that they are adequately controlled.

- To establish and maintain a safe and healthy environment throughout the Trust
- To establish and maintain safe working procedures among staff and students
- To provide a clear policy and guidelines to enable health and safety issues to be tackled effectively

### Training

All new employees will undertake an induction programme that informs them of their responsibilities in relation to health and safety in the academy.

As part of the induction, staff will be instructed in fire safety, site safety practices and procedures, and first aid procedures. This induction will be, when possible, carried out during the first week of a new starter's employment.

A central health and safety training document is held and updated by the Health and Safety Coordinator. Specific training will be highlighted when identified through a risk assessment, during the performance management process, when a new employee starts within a role, or when they have changed their role. This will be organised through the relevant academy, department, key stage or faculty, or with the assistance of the Health and Safety Coordinator.

## **Provision, Inspection and Maintenance of Work Areas and Equipment**

Work places and equipment will be suitable for the purpose and, as far as is reasonably practical, free from risks of injury.

Where the safety of work places and equipment is dependent on proactive inspection and maintenance, a programme will be established for a competent person to carry out the necessary works (e.g. portable appliance testing – PAT). Appropriate records and relevant test certificates will be maintained.

## **Roles and Responsibilities**

### **The Trust Board**

The Trustees have overall responsibility for health and safety and the strategic direction of the Trust with reference to health and safety. The Trustees will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular the Trust Board will:

1. Make arrangements to ensure that the Trust complies with all relevant legislation particularly the HSWA and the Management of Health and Safety at Work Regulations 1999.
2. Review and revise the Health and Safety policy annually.
3. Decide upon safety strategy and policy.
4. Take an active leadership role in safety management.
5. Ensure the appropriate resource of health and safety.
6. Establish and monitor health and safety targets.
7. Ensure that there is an appropriate management structure and periodically monitor its effectiveness.
8. Ensure that a Trustee attends the termly Health and Safety Committee Meeting.
9. Have health and safety on the agenda at Trust Board and its sub-committee meetings.
10. Ensure that the Executive Principal, as the Responsible Officer for health and safety, carries out the appropriate responsibilities.

The Trust Board will provide:

1. A safe environment for students, staff, visitors and other users of the premises.
2. Plant, equipment and systems that are safe.

3. Safe arrangements for transportation, storage and use of articles and substances.
4. Safe and healthy conditions that take account of statutory requirements, approved Code of Practice and DCFS guidance.
5. Adequate information, instruction, training and supervision.
6. Provision of all necessary safety and protective equipment.

### **Health and Safety Committee**

The Trust Board discharges its responsibilities for Health and Safety through a Committee chaired by a non-executive Trustee . This Committee is responsible for the oversight of Health and Safety across the Trust's academies and is the main vehicle for providing assurance that policies are regularly reviewed, in line with national guidelines; and that they are effectively implemented.

### **Executive Principal**

The Executive Principal, as the Responsible Officer, is responsible for the day-to-day running of the Trust and putting the Health and Safety Policy into effect.

The Executive Principal is to assist in the development and maintenance of safe conditions for staff, students, visitors and anyone else using the premises. The Executive Principal in particular will:

1. Take an active leadership role in safety management.
2. Ensure the appropriate resource of health and safety.
3. Satisfy himself that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
4. Ensure that regular health and safety inspections are carried out.
5. Arrange for risk assessments to be carried out by a competent person.
6. Put into effect any remedial measures or refer as necessary to the Trustees.
7. Consult with members of staff on health and safety matters.
8. Maintain a liaison with local police and be aware of local security matters affecting the Trust.
9. Attend relevant health and safety briefings and training.
10. Report to the Trust Board at least once per term on health and safety matters.
11. Ensure that procedures are in place to identify hazards and evaluate risk control measures.

The Executive Principal may not delegate these legal responsibilities but will normally act through the Headteachers on a day to day basis to ensure compliance. The Finance Director will attend the Health and Safety Committee.

### **Facilities Manager**

The Facilities Manager is the competent person for health and safety and attends the Health and Safety Committee meetings. The Facilities Manager will:

1. Advise the Health and Safety Committee on safety strategy and policy.
2. Ensure all relevant health and safety legislation and good practice are continually observed.

### **Health and Safety Coordinator**

The Health and Safety Coordinator, with the support of the Site Manager is responsible for the day-to-day management of Health and Safety at each Academy. The Health and Safety Coordinator will:

1. Ensure that all health and safety and maintenance checks and reviews are undertaken and appropriately documented.
2. Effectively monitor the condition of the premises, following up defects and ensuring remedial work is undertaken.
3. Review and ensure that all appropriate risk assessments are undertaken.
4. Ensure appropriate communication and training, relating to health and safety is in place throughout the Academy.
5. Ensure that contractors on site follow safe working practices.

The role of Health and Safety Coordinator at each site will be fulfilled by:

The Langley Academy – Facilities Manager  
Parlaunt Park Primary Academy – Office Manager  
The Langley Academy Primary – Headteacher's PA

### **Headteacher/Leadership Teams**

Members of the Directorate and Leadership Teams and others holding posts of responsibility are to familiarise themselves with all safety legislation, codes of practice and guidance relevant to their area of responsibility. As part of their day to day responsibility they are to ensure that, within their specified areas of responsibility, they:

1. Contribute towards the development of the Academy action plan and ensure targets are met.

2. Ensure health and safety is considered during changes or projects.
3. Ensure that suitable resources are available to enable the requirements for their area to be carried out.
4. Implement this policy and any codes of practice that are relevant.
5. Ensure that suitable monitoring of health and safety is undertaken.
6. Refer any health and safety issues that they are not authorised to deal with to the Headteacher.
7. Support and monitor safety performance of staff through one to one meetings, faculty, house or key stage meetings.
8. Effectively communicate with all staff in regard to health and safety.
9. Ensure all new staff are aware and understand the relevant codes of practice and safe operating procedures.
10. Ensure safe working methods are in place.
11. Ensure supervision is undertaken and adequate training needs are arranged.
12. Agree training plans for individual staff.
13. Ensure regular safety inspections are carried out in their area of responsibility.
14. Ensure safety requirements for plant machinery and equipment are in place and are adequate.
15. Ensure appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly.
16. Ensure any hazardous substances are correctly used and safely stored.
17. Ensure standards of health and safety are monitored and appropriate remedial action is taken where required.
18. Ensure Faculty/Departmental/Key Stage risk assessments are prepared and reviewed annually or sooner should the needs arise.

### **All Staff**

Members of staff also have health and safety responsibilities. In particular staff are required to:

1. Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
2. Co-operate with all health and safety arrangements.
3. Report any defect or other health and safety matter that they are aware of to the Health

and Safety Coordinator. Where a resolution has not been undertaken the line manager will report directly to the Headteacher.

4. Use correct equipment, tools and protective clothing issued.
5. Ensure that they are familiar with all of the Trust's policies in respect to health and safety and any risk assessments that are appropriate to the role they are undertaking.
6. Be part of their faculty/key stage risk assessment review procedure, signing that they have read the assessments relative to their work.
7. Undertake any training provided, read relevant documents and implement codes of practice and instructions.
8. Refer any health and safety issues to their line manager.

### **Specific Arrangements**

#### **Entry**

A perimeter fence will be maintained with entry normally restricted to one pedestrian entry for students and staff, and a separate entry for vehicular access. The pedestrian entry will be kept closed other than at the start and end of the academy day. The vehicular access will be closed at all times during the academy day. Access via both entries can be viewed by the receptionist using closed circuit television as necessary. At TLA entrance via the main gate is specifically to be controlled by the Security Officer.

#### **Visitors**

All visitors must sign in at Reception and will be issued with a visitor's badge. They will be accompanied by a member of the academy staff throughout their visit unless they have a valid and acceptable enhanced DBS certificate. Where visits require one-to-one interviews, arrangements must be made to ensure their mutual safety.

#### **Premises Hire**

Any hirers of academy premises are responsible for ensuring that they use them correctly. The Trust recognises its duties as controller of premises and will ensure that:

1. Premises hired are in a safe condition for the purpose of hire.
2. Arrangements for emergency evacuation are adequate.
3. Fire-fighting equipment is in place and in operational condition.
4. Proper physical security arrangements are made.
5. Insurance requirements are met.
6. All hirers read and sign the Fire Safety and Evacuation Guidance for Community Use agreement.

## **Contractors**

All Contractors must be signed in at reception and issued with a Contractors Pass to control work to be undertaken. They must be advised of any site specific safety rules and informed of any hazards that they may be exposed to. They must also be advised of the site contact and the process for amending the authorised initial works.

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. Where contractors are appointed directly by an Academy the Health and Safety Coordinator must ensure that:

1. The work to be undertaken by the contractors is agreed in advance.
2. Risk assessments and method statements are reviewed prior to works being undertaken.
3. Hazards and risks of injury and loss are identified, and ways of eliminating, reducing and controlling those risks are identified and actioned.
4. The standards to which the contractor must work have been specified, including competency standards.
5. A management system is in place to ensure that the agreed safety performance is achieved, giving rise to remedial action if safety performance is unsatisfactory.
6. Where relevant, a copy of the Asbestos Register will be discussed and given to any contractor working in an area where contact with asbestos is possible.

## **Communication**

All staff will be notified of communication channels within the Academy for health and safety at their induction. The Health and Safety Coordinator will ensure that all health and safety guidance and advice is kept together in the Health and Safety file. All such advice is to be communicated to staff where relevant and incorporated in to the Academy's procedures.

Staff must report any incidents immediately to the Health and Safety Coordinator by radio, telephone or e-mail. Health and safety is discussed annually at inset meetings. Any health and safety related issues can also be raised at Directorate, Leadership, Head of House, faculty or key stage meetings., Where this occurs the minutes of the meeting must be forwarded to the Health and Safety Coordinator for action if necessary.

## **Staff Consultation**

The Governing Body and Executive Principal recognise the valuable contribution to health and safety that can be made from all staff, particularly staff representatives. All the regular staff meetings of various groups will contain an agenda item on Health and Safety.

## **Health & Safety Committee**

The Health and Safety Committee provides the main forum for the academy leaders and those responsible for health and safety to discuss health and safety issues. The Committee will meet at least once per term. It is chaired by the Trustee responsible for Health and Safety and includes the Executive Principal, Headteachers, Finance Director and Health and Safety Coordinators.

### **Safety Practices**

Guidance issued by the Health and Safety Executive and the Department for Education will be incorporated into the Trust's procedures. These arrangements will be discussed at the next Health and Safety Committee and any significant issues will be notified to relevant staff.

### **Risk Assessments**

The Health and Safety Coordinator will ensure that risk assessments are carried out for Academy activities and operations, and for premises-related issues. These will be audited independently on a sample basis every year as part of the Health and Safety audit and reviewed by the Health and Safety Committee. The assessments will be used to identify health and safety hazards and ensure that, where they cannot be eliminated, the associated risks are reduced or otherwise adequately controlled.

### **Fire Precautions**

#### **Statement**

All fire prevention and alarm systems will be regularly maintained and a record kept of both maintenance undertaken and testing of these systems. An expert third party will undertake an annual fire risk assessment.

#### **Procedures**

Staff are trained in the procedures to be followed in the event of fire at induction and annually thereafter.

Notices giving instructions concerning what to do in the event of fire must be displayed by all Fire Alarm Call Points. Evacuation route details will be displayed in each classroom.

#### **Fire Drill**

A fire drill will be held once every term and relevant details recorded in the Fire Log Book (TLA/TLAP) Fire section of the H&S file (PPPA).

### **Accidents, Incidents, Near Misses and Dangerous Occurrences**

All accidents, incidents, near misses and dangerous occurrences that fall within RIDDOR reporting requirements must be recorded and reported electronically on the HSE website, except in the case of a death, which must be reported by telephone.

All student accidents must be recorded in SIMS and any staff, visitor or contractor accidents must be recorded in the accident book.

The Health and Safety Coordinator or Finance Director, or Headteacher in their absence, will take responsibility for investigating these events.

If a fatal accident occurs, the accident site must be left untouched until advice is obtained from the Slough Borough Council Health & Safety Advisers.

Slough Borough Council Health & Safety Advisers may be contacted for advice regarding any incident/accident that occurs, but, in the event of an incident which the Executive Principal believes may require closure of an academy, Slough Borough Council Health & Safety Advisers or, in their absence, the Health and Safety Committee, must be contacted immediately for advice.

## **Other**

### **Maximum and minimum working temperatures**

The Trust takes a common sense approach to working temperatures both for the maximum and minimum temperature. This is based on a health and safety risk assessment including feedback from staff and students/children. In the very rare event of a heat-wave or cold snap the Headteacher will make a decision about whether to close part or the whole of the Academy for a period of time.

### **Provision of drinking water supplies**

Water fountains are provided for student/pupil use.

### **The use of Display Screen Equipment (DSE)**

The Health and Safety (Display Screen Equipment) Regulations 1992 implement an EC Directive and came into effect from January 1993 (some small changes were made in 2002). The Regulations require employers to minimise the risks in VDU work by ensuring that workplaces and jobs are well designed.

The Regulations apply where staff habitually use VDUs as a significant part of their normal work. Other people, who use VDUs only occasionally, are not covered by the requirements in the Regulations (apart from the workstation requirements). However, the Trust Board still has general duties to protect them under other health and safety at work legislation. In summary these are to:

1. Analyse workstations, and assess and reduce risks.
2. Ensure workstations meet minimum requirements.
3. Plan work so there are breaks or changes of activity.
4. On request arrange eye tests, and provide spectacles if required specifically for DSE use.
5. Provide health and safety training and information.

## **Inspection**

The Academy will be inspected on an annual basis by a qualified Health and Safety consultant and a report produced for the Senior Leadership, the Health and Safety Committee, and the Trustees.

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