



# Health and Safety Policy

<b>Policy Title</b>	Health and Safety Policy
<b>Version</b>	5.0
<b>Approved By and Date</b>	ATB 6 <sup>th</sup> December 2022
<b>Effective from</b>	6 <sup>th</sup> December 2022
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<b>Lead Person</b>	Corporate Director

	
<b>Signed by Chief Executive</b>	<b>Signed by Chair of Trust</b>
<b>Date:</b> 07/12/2022	<b>Date:</b> 03/02/2023

## **Legislation**

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to assess the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, decide to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

This policy complies with our funding agreement and articles of association.

### **Section 1 – Statement of intent.**

The Academy Trust Board recognise their responsibility as employers under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and all support staff, the students and other people who come onto the premises.

The health, safety and welfare of all the people that work, visit or learn at our Academies are of fundamental importance. We aim to:

- provide a safe, healthy, secure and pleasant environment for everyone where people are supported to fulfil their potential;

- establish and maintain safe working procedures amongst staff, students and visitors;
- have robust procedures in place in case of emergencies or events that disrupt the business continuity;
- ensure that the premises and equipment are maintained safely and regularly.

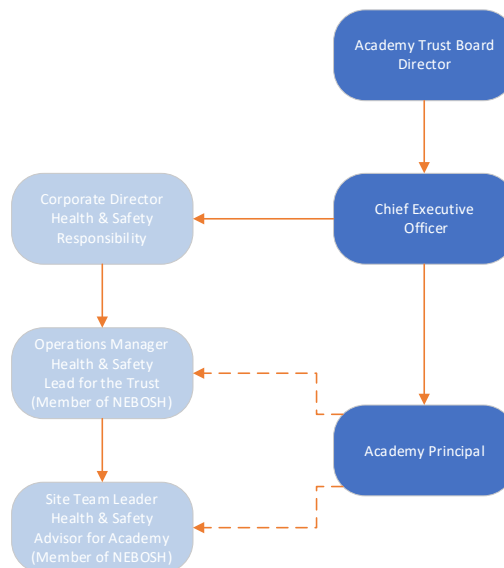
The Academy Trust Board has adopted the Health and Safety Policy of Durham County Council, as detailed in the Academy Health and Safety Policy and Procedures Manual.

In addition, the Academies will, where reasonably practicable, apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

When required the Academy Trust Board will seek competent Health and Safety advice from the Local Authority.

## **Section 2 - Health and Safety Roles and Responsibilities**

### **Organisational Structure**



Key:  
 Solid line represents direct line management  
 Dotted line represents advice, guidance and support

### **Academy Trust Board**

The Academy Trust Board has ultimate responsibility as an employer for Health and Safety but delegates the strategic management of such matters to the Chief Executive Officer and Corporate Team.

In order to fulfil its responsibilities, the Academy Trust Board will, as far as reasonably practicable, ensure that:

- Health and Safety management procedures and systems are incorporated as an integral part of their overall Trust management system, and are adequately given a level of consideration equal to other Trust issues;

- the Health and Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the Trust's control is understood, implemented, maintained and monitored;
- Health and Safety risk management is implemented, and reviewed to meet statutory, best practice and Local Authority advice;
- where health, safety and welfare duties and responsibilities are delegated, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and it's procedures;
- the Trust cooperates with external party auditing and monitoring of Health and Safety;
- a committee of the Academy Trust Board will be delegated the role of monitoring health and safety performance across the Trust; and that;
- should the Academy Trust Board be unable to meet its duties and responsibilities it will seek competent health and safety advice.

The Director who oversees Health and Safety is Mr Karl Fairley, Chair of New College Durham Academies Trust.

### **Chief Executive and Corporate Team**

The Chief Executive Officer and Corporate Team are responsibility for Health and Safety across the Trust and for ensuring that that the staff, students and visitors are not exposed to risks to their health and safety.

The Chief Executive Officer will delegate the operational and day to day tasks to the Principal at each Academy.

In order to fulfil their responsibilities, the Chief Executive and Corporate Team as far as reasonably practicable, ensure that:

- adequate health and safety management systems and procedures, that comply with the Academy Health and Safety Policy and Procedures Manual, are implemented within the Academy;
- risks to staff and others affected by Academy activities are adequately assessed and measures introduced to manage those risks;
- the buildings and premises are safe and regularly inspected;
- where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
- systems are in place to monitor the application and effectiveness of the health and safety procedures;
- committees at each Academy monitor health and safety performance in each Academy
- at intervals agreed with the Academy Trust Board a review of Health and Safety in the Academies is carried out; and,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

The Chief Executive that oversees Health and Safety is Linda Rodham

The Officer responsible for Health and Safety is Kevin Broadfoot, with the nominated Health and Safety lead at Trust level is Gary Hunter.

## **Principal**

The Principal will co-operate with the Corporate Team to ensure that:

- staff, student and visitors comply with the Trust's Health and Safety Policy and Procedures are implemented within the Academy;
- sufficient staff are onsite to safely supervise students;
- in their absence their duties and responsibilities are delegated and necessary information, instruction or training is identified and organised;
- staff comply with systems to monitor the application and effectiveness of the health and safety procedures;
- Academy Health and Safety committee consists of senior staff, nominated Health and Safety Lead, a representative of PE, Technology and Science;
- at intervals agreed with the Corporate Team a review of Health and Safety in the Academy is carried out; and,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

The nominated Health and Safety lead at Trust level is Gary Hunter. At local level it is Greg Kirkbride (NDA) and Mark Cant (CA).

## **Employees**

All employees have a responsibility to:

- observe the Health and Safety Policy with the Academy;
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- observe the Academy's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- model safe and hygienic practice for students;
- co-operate with the Academy or any other duty holder so far as is necessary to enable any duty or requirement imposed on the Academy to be performed or complied with;
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- make use of safety aids, appliances, equipment and protective clothing provided;
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;
- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;

- do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;
- familiarise themselves with the action to take in the event of fire or other emergency;
- seek advice at the earliest opportunity if they have any concerns regarding health and safety of staff or students in the Academy.

### **Students, Parents and Visitors**

Students, Parents and Visitors are responsible for following the Academy's Health and Safety advice onsite and offsite and to report and Health and Safety incidents to a member of staff.

Students will be encouraged to participate in helping to create a safe learning environment in Academy.

### **Lettings**

This policy applies to lettings. Those who hire any aspect of the Academies sites or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### **Contractors**

Contractors will agree health and safety practices with the nominated Health and Safety Lead before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work. On site sign in procedures will include fire evacuation information and competency sign off via the Inventory system.

### **Section 3 – Site Security**

The Estates Team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Estates Team and Nominated Health and Safety Lead are key holders and will respond to an emergency.

Staff should sign in and out of the building using the Inventory system.

### **Visitors to Academy**

The entrance to the Academy is kept locked to prevent unauthorised access. All visitors will register via our on-line Inventory signing in system and will wear a visitor's badge at all times.

Staff should report any potentially unauthorised visitors to the Executive Principal/Principal as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure students are moved to a place of safety.

## **Section 4 - Health and Safety Procedures**

The following health and safety procedures are detailed in the Durham County Council Academy Health and Safety Policy and Procedures Manual.

- Accident/incident/ill-health reporting
- Asbestos
- Biological Hazards including infected sharps
- Building Related Projects and Contractors
- Confined Spaces
- Control of Substances Hazardous to Health (COSHH)
- Covid 19
- Design and Technology
- Display Screen Equipment
- Electrical Safety
- Fire Safety
- First Aid
- Food Safety
- Gas Safety
- Hand Arm Vibration
- Induction
- Infection Control
- Legionella
- Lifting Operations and Lifting Equipment
- Lone Working
- Moving and Handling (Objects)
- New and Expectant Mothers
- Noise at Work
- Personal Protective Equipment (PPE)
- Personal Safety, Violence and Aggression
- Playgrounds and Outdoor Play Equipment
- Premises Inspection
- Public Events on Academy Premises
- Risk Assessment
- Risk Assessment Register
- Science Teaching
- Security in Academies
- Work at Height

The Academy will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health and Safety at Work etc Act 1974 and other regulations.

The Academy will keep up to date with additions and changes to the Academy Health and Safety Policy and Procedures Manual where it related to the work of the Academy.

## **Section 5 – Other Academy arrangements**

### **Occupational stress**

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school through the Staff Assistance Programme to respond to individual concerns and monitoring staff wellbeing.

### **Academy meals**

The Trust outsource catering to Chartwells and within this agreement are responsible for ensuring:

- food is prepared following the appropriate food standards;
- students with food allergies are given meals that are safe and of nutritional value.

Our Academy promotes a healthy lifestyle.

### **Seat belts**

When possible, our Academy only uses coaches and mini-buses that have seat belts provided. We instruct students to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport students the law regarding child restraints is always followed without exception.

### **Educational visits and Off-Site Activities**

The Academy will follow the Durham County Council guidance on Educational Visits.

The Academy Trust Board has delegated to the Principal the authority to approve all visits on behalf of the Academy.

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone and other relevant information the specific needs of pupils along with the parents' contact details