

# The Canterbury Academy Trust

## Schools for all the Talents



Name of policy	Health and safety Policy
Document owner	Terry Onions, Vice Principal for facilities and designated Health and safety competent person
Document issued/ last reviewed	March 2019
Date for review	March 2020
Additional notes	Copy of signed statement of intent to be put in contractors's folder in main reception. Copy of whole policy to be put on noticeboard in staff rooms. Policy must be reviewed by the health and safety committee.
Number of pages	10

## STATEMENT OF INTENT

### HEALTH & SAFETY AT WORK ETC. ACT (1974)

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The Board of Directors of The Canterbury Multi Academy Trust, recognises its duty as the employer in this instance, and hereby declares its intention to provide safe and healthy working conditions for its employees/students and others on the Academy Trust sites by ensuring that their activities do not adversely affect the health and safety of other people who are affected by their undertaking. We also recognise the need to consult with employees/students and others on academy sites on health and safety matters and the need to consult individuals before allocating particular health and safety functions.

We will refer to expert advice, where applicable, to determine and assess the risks to the health and safety within the Academy Trust and the precautions required to deal with them. As the employer we are also committed to providing sufficient information and training for our employees/students in respect of risks to health and safety. All employees/students and others on the Academy Trust sites must also recognise their own duty to co-operate and support in order to achieve the objectives of this safety policy.

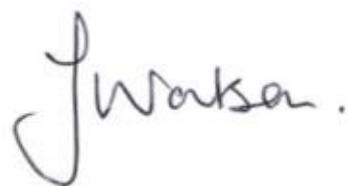
The Directors are committed to establishing and implementing adequate arrangements which will ensure that staff and students will be safeguarded when on the Academy Trust sites or engaged on off-site activities (e.g. Academy Trust trips), and that the premises for which they are responsible are safe for others including visitors and contractors, as well as for students and staff.

We will establish necessary systems for health and safety and ensure these are within the management structure, and that the levels of responsibility as described in this policy are carried out as defined.



March 2019

Chair of the Board of Directors.



March 2019

Executive Principal.

## THE GENERAL POLICY

- 1.1 The Canterbury Multi Academy Trust aims to ensure the health and safety of all employees, students and others on Academy Trust sites as far as reasonably practicable at all times.
- 1.2 We will take all possible steps toward ensuring compliance with statutory requirements that are relevant to our operations and activities, taking full appraisal of changes in statutory requirements as they arise.
- 1.3 We regard meeting such statutory requirements as minimum health and safety standards and we will strive to achieve higher standards wherever practicable.
- 1.4 We will comply with circulated instructions and codes of practice that concern the health and safety of employees/students.
- 1.5 As considered necessary, we will call upon the functional expertise of those holding posts at the Academy Trust or from external sources, to advise on matters concerning health and safety.
- 1.6 We will endeavour to give guidance and information to employees/students on:
  - a) what is required of them, in connection with their own health and safety and that of other employees/students under Acts and Regulations as appropriate, and to expect each employee to play their part and contribute by taking steps to clearly understand such statutory requirements and constantly observe them whilst at work and whilst travelling to and from the work place.
  - b) requirements concerning health and safety of themselves and other employees/students, in addition to statutory requirements and to expect each employee to play their part and contribute by taking steps to clearly understand and constantly observe such requirements whilst at work.
- 1.7 We will bring to the notice of employees/students and others on Academy Trust sites their legal obligation to co-operate with Academy Trust management and staff in health and safety matters: to avoid taking unnecessary risks; to maintain their working place and areas in a tidy and safe condition; to carry out their work and operations, including the operation of machinery and plant, in as safe a manner as possible; to require everyone to accept that failure in the use of guards, or protective equipment or appliances, or in maintenance work, leads to unsatisfactory health and safety standards.

- 1.8 Every employee/student must clearly understand that:
- a) the level of responsibility for securing health and safety is as outlined in Organisation and Responsibilities (2.0).
  - b) they are required to play their full part in maintaining a healthy and safe working environment.
  - c) they must individually and/or collectively ensure that devices, equipment, etc., including protective items provided in connection with maintaining or improving health and safety standards and which are either for general use or employees'/students' own individual use, are used properly at the appropriate times, operated or used as designed, not interfered with to render them incapable, and that they draw attention to any such items which have been rendered incapable.
- 1.9 We will encourage employees/students and others on Academy Trust sites, to draw attention to observed actions or conditions affecting health and safety, including 'near misses', also hazards resulting from existing or newly introduced systems of work, operations and methods etc.
- 1.10 We will enlist the support of all employees/students and others on the Academy Trust sites by encouraging them to make their full contribution to this policy, particularly with regard to their own work, operations and activities on matters in any way connected with the safety and health of themselves and other employees/students, by:
- a) liaising and collaborating with other employees/students, including those engaged in other Academy Trust activities.
  - b) liaising and collaborating with employees/students of any other organisation involved in on-sites activities.
  - c) ensuring health and safety factors are fully taken into account when new methods, machinery, plant, processes, etc., are being planned and installed, or where changes in same are being considered.
  - d) taking full account in their daily tasks, of changes in the requirements for maintaining or improving health and safety standards within the Academy Trust, particularly those brought about by the introduction of new methods, machinery, plant, equipment, processes and methods etc.
  - e) observing and taking account, at all times, of all Academy Trust instructions, codes of practice and all Academy Trust rules as listed in the policy and other Academy Trust policies.
  - f) giving their full co-operation and assistance as necessary to consultation, investigation, research, etc., on matters affecting health and safety.
- 1.11 We will require employees/students who have a supervisory role to acknowledge that the aims and objectives of this policy will only be achieved with good training and supervision.

- 1.12 We will require employees/students who have duties with regard to inspection, examination, testing etc., to carry out such tasks in a thorough manner at all times and report appropriately and accurately.
- 1.13 We will arrange the training of employees/students to a high standard, taking into account statutory training requirements.
- 1.14 We will provide and maintain equipment, plant, machinery and other equipment, etc., as far as practicable, to ensure a high standard of health and safety of employees/students and employ the most suitable methods of work, equipment, plant and machinery etc., towards ensuring this.
- 1.15 We will monitor the effectiveness and implementation of this policy in relation to all aspects of the health and safety of employees/students and as appropriate the public, and seek to promote the co-operation of all employees/students including management and staff, in accepting degrees of responsibilities placed on them for carrying out both their statutory obligations and those placed on them by this policy and in observing its philosophy.
- 1.16 We will review this policy annually and make revisions as considered necessary towards improving the health and safety of employees/students, or the effect of this policy on health and safety standards.
- 1.17 On a day-to-day basis the Health and Safety Competent Person will monitor the fulfilment of this Health and Safety Policy.
- 1.18 The contents of this policy shall be communicated to all employees/students, contractors and subcontractors. Effective communication and monitoring of the effectiveness of the policy document is an integral part of the day-to-day safety management system adopted by The Canterbury Multi Academy Trust.
- 1.19 The Canterbury Multi Academy Trust has a no smoking policy, which is applicable to all its sites, including those that are not based on the main campus. Smoking is not permitted inside any of the Academy Trust buildings or its perimeters, unless in a designated area.

## ORGANISATION & RESPONSIBILITIES

The level of responsibility shall be as follows:

2.1 **The Board of Directors** has overall responsibility for health and safety and will appoint a director with specific responsibilities for ensuring that its duties are discharged.

It will:

- ensure a written health and safety policy is in place detailing the arrangements for the management of health, safety and welfare within the Academy Trust and ensure that it is regularly reviewed and brought to the attention of all staff.
- appoint one or more competent persons, in accordance with the Management of Health and Safety at Work Regulations 1999, to assist it to undertake the measures needed to comply with the requirements and prohibitions imposed by the relevant health and safety statutory provisions and by the Fire Precautions (Workplace) Regulations 2005.
- ensure that risk assessments to assess the risks of injury and ill health to employees/students and others on Academy Trust sites are carried out, that effective control measures are put into place and that these arrangements are regularly reviewed.
- ensure that effective arrangements for securing the safety of staff, students and others on Academy Trust sites are identified by the risk assessments, or otherwise, are developed, implemented and maintained.
- ensure that all Academy Trust users understand their key role in ensuring that risks are controlled and that the health and safety arrangements are an integral part of the operation of the academy Trust.
- put in place the means for consulting all staff on any measures that may substantially affect their health and safety.
- put in place adequate monitoring to ensure that the general arrangements for health and safety are working, including regular reports on the outcome of such monitoring.

2.2 **The Executive Principal of the Trust** has responsibility as Officer in Charge of the premises for ensuring that they are safe. In so doing, he will delegate certain tasks and responsibilities to other members of staff and will refer appropriate matters to the Board of Directors. He is also responsible as a senior line manager for ensuring that staff, students and others on Academy Trust sites adopt safe working practices and generally conduct themselves in such a way that they will not injure themselves or others.

**The Executive Principal of the Trust will ensure that:**

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**Note: Referrals to pupils/students/child within the policy covers all young people within our care this may on occasions include students from other schools and in the community**

- The Academy Trust Health and Safety Policy Statement and arrangements are reviewed at least once a year and when there are any significant changes at the Academy Trust which may affect the health, safety and welfare of staff, students and others on Academy Trust sites that it is presented to the Board of Directors for consideration.
- all staff, students and others on Academy Trust sites either have a copy of the policy statement and the relevant supporting documents, or know where the statement etc., can be accessed.
- each employee's job description will be changed to include a generic statement on health and safety and where appropriate, specific jobs will identify responsibilities related to the role.
- any health and safety issues are included in The Canterbury Multi Academy Trust Improvement Plan, if necessary.
- risk assessments are undertaken, that items of significance are recorded and that assessments are reviewed at least annually and when significant changes occur.
- regular meetings are held with the Senior Vice Principal responsible for site and safety and union representatives to discuss issues pertaining to arrangements and procedures to minimise health and safety risks.
- the health and safety requirements are actually implemented, e.g. the carrying out of risk assessments by receiving reports, at least annually, from the Senior Vice Principal responsible for site and safety, including a record of the periodic monitoring which is undertaken.
- facilities are provided to ensure that the Health and Safety Committee meets on a regular basis.
- arrangements are in place to consult with staff on any significant issues that may affect their health and safety.
- complaints/referrals received about unsafe premises, equipment or work practices are dealt with promptly.
- emergency evacuation procedures are in place and are tested regularly.
- adequate first aid provision is made and that an effective accident and incident reporting procedure is in place.
- all staff receive the necessary health and safety training.
- regular reports on the implementation of the health and safety measures are made to the Board of Directors, and that the requirements of any inspector from the Health and Safety Executive, the Fire Prevention Officer and the Environmental Health Officer are properly addressed.

2.3 **The Senior Vice Principal for Sites and Safety** has responsibility for ensuring that the health and safety arrangements are implemented and maintained. He is also the designated competent person responsible for health and safety and will be the focal point for day-to-day issues. He can also provide advice and indicate sources of further advice.

**The Senior Vice Principal for Site and Safety will ensure that:**

- ensure Vice Principals are fully briefed on the health and safety arrangements for the Academy Trust and that they have the necessary information and resources for carrying out their role.
- arrangements are in place to consult with staff on any significant issues that may affect their health and safety.
- emergency evacuation procedures are in place and are tested regularly; adequate first aid provision is made and that an effective accident and incident reporting procedure is in place.
- all necessary health and safety training is identified and provided adequate records are maintained and a system is in place for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.
- the monitoring of all safety arrangements in the Academy Trust is co-ordinated.
- all procedures and written arrangements detailed or referenced in the health and safety policy are reviewed annually and when significant changes occur amendments are recommended to the Executive Principal of the Trust.
- sources of information and advice on health and safety and contacts with outside agencies are maintained.
- health and safety inspections are carried out twice a year and any issues identified as requiring action are attended to.
- any complaints/referrals received about unsafe premises, equipment or work practices are investigated and dealt with promptly.
- all contractors and visitors to the Academy Trust are aware of health and safety issues and appropriate action is taken to protect their health and safety and those affected by their work.
- first aid provision and emergency procedures are reviewed annually and emergency evacuation procedures regularly tested.
- the fire risk assessment and all emergency firefighting equipment, the means of raising the alarm and any fire protective measures are regularly maintained and tested at least annually and that records of such tests are kept.
- arrangements for inspection and testing of all plant and machinery at the appropriate intervals, and statutory tests are carried out and records maintained.
- all accident and incident reports are carried out completing all necessary records and reporting notifiable events to the Health and Safety Executive.
- Reports are made as directed by the Health & Safety Committee on all health and safety issues, including the analysis of accident and incident data and recommendations made to the Executive Principal of the Trust.

**2.5 The Trust Executive Vice Principal Primary Campus, Heads of Faculty at the secondary phase, Head of the PRU, Head of the Youth Service and Head of EEC are responsible for:**

- appointing a designated health and safety representative for their faculty.

- draw up departmental health and safety procedures and reviewing them at least annually and when significant changes occur.
- ensuring all appropriate lesson plans include a section on health and safety.
- arranging for staff to be fully informed and trained in health and safety, particularly in areas of specialist work where their health and safety and that of students and visitors may be put at risk.
- carrying out risk assessments of their faculties' activities and ensuring that risks are controlled adequately.
- carrying out regular inspections of areas under their control to ensure that all health and safety procedures are followed in faculties.
- investigating promptly any complaints/concerns about health, safety and welfare and putting in place any necessary actions identified as a result.
- discussing any areas of concern with the Senior Vice Principal responsible for site and safety.

2.6 **The Representatives of the Professional Association of Staff** are responsible for deciding whether they wish to have a safety committee and if so for nominating their respective representatives.

2.7 **Teaching and Wider Workforce staff and Partner Organisations** have a responsibility for the safety of students in classrooms, workshops, on the Academy Trust premises and when on any off-sites school activities.

Teaching and Wider Workforce staff and Partner Organisations will:

- carry out regular risk assessments of activities their classes are undertaking and implement appropriate risk control measures.
- know the emergency procedures in respect of fire and first aid.
- exercise effective supervision of students and ensure that they know the general emergency procedures in respect of fire and first aid.
- give clear instructions and warnings on health and safety issues as necessary.
- promote health and safety by good practice and the inclusion of appropriate learning outcomes.
- follow safe working practices and all health and safety procedures laid down by the Academy Trust.

- report any concerns about safety matters either to their line manager or Senior Vice Principal responsible for Sites and Safety.

**2.8 All Staff at the Academy have a Personal Responsibility** for the health and safety of themselves, their colleagues, students and visitors. These are specified more precisely in Section 3 onwards. They also have a duty in law under the Management of Health and Safety Regulations 1999 to report any shortcomings in The Canterbury Multi Academy Trust Health and Safety arrangements.

Each member of staff is also responsible for drawing the Executive Principal of the Trust or Senior Vice Principal responsible for Site and Safety attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

**2.9 STUDENTS** have a personal responsibility for the safety of themselves and of others.

Students will:

- observe the safety arrangements of the Academy Trust and in particular follow the instructions of staff given in an emergency.
- observe standards of dress consistent with safety and hygiene.
- use and not wilfully misuse any safety equipment, fire fighting equipment or any other item provided for health or safety reasons.

**2.10 The Extended Schools Co-ordinator** has a responsibility to ensure that adequate health and safety provision is made for all after/before school activities, and any other activities provided by the establishment during out of school hours i.e. holiday clubs.

**Extended Services - after/before school and weekend activities must:**

- draw up departmental health and safety procedures and review them at least annually and when significant changes occur.
- arrange for staff to be fully informed and trained in health and safety, particularly in areas of specialist work where their health and safety and that of students and others on academy sites may be put at risk.
- carry out risk assessments on the extended Academy Trust activities to ensure that risks are controlled adequately.
- carry out regular inspections of areas under their control to ensure that all health and safety procedures are followed.
- investigate promptly any complaints/concerns about health, safety

and welfare and put in place any necessary actions identified as a result.

### **2.11 The Corporate Services Manager has responsibility to ensure that adequate health and safety provision is made for all external lettings/activities/events**

The points below must be followed:

- conditions of hire of premises given to all lettings.
- ensuring external users comply with statutory requirements that are relevant to our operations and activities.
- The Academy Trust staff are fully informed and trained in health and safety, particularly in areas of specialist work where their health and safety and that of others on Academy Trust sites may be put at risk.
- Risk assessments for external lettings/activities events are suitable and sufficient to ensure that risks are controlled adequately.
- Any complaints/concerns about health, safety and welfare are investigated promptly and any necessary actions identified are put in place.