



Diverse
Academies



Health & Safety Policy Statement December 2020

Office use

Published: December 2020	Next review: December 2021	Statutory/non: Statutory	Lead: Andrew Wilson, Head of Estates and Facilities Management
Associated documents:			
<ul style="list-style-type: none">• NCC Health and Safety Folder• Education Visits Policy Documents• Premises Management Policy• Statutory Compliance-Standard Operation Practice		<ul style="list-style-type: none">• Asbestos Management Plan• Legionella Risk Assessment and Management• Fire Risk Assessment and Management Plan	
Links to:			
<ul style="list-style-type: none">• Health and Safety Executive (Health and Safety at Work Act 1974)		<ul style="list-style-type: none">• Occupier's Liability 1957/1984	

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1 Introduction

This policy has been approved by the Board of Trustees of the Diverse Academies Trust (DAT) and is applicable across all of our academies.

In line with the Trusts Scheme of Delegation, this policy must be duly applied by each of our Academy Committees, Principals and Senior Leadership Teams.

The policy will be monitored regularly by the Head of Estates and Facilities Management and reviewed formally by the Board of Trustees in line with the agreed timetable for policy review or sooner as events or legislation require such change.

DAT Academies will identify within the health & safety policy “Local Arrangements” document how they will manage, monitor and review these areas within each academy setting. In all cases this is to be formally reviewed annually and approved by the Academy Committees. The areas covered are:

- Health and safety co-ordinators
- Health and safety representatives
- Health and safety committee members
- Health and safety training responsibility and documentation
- Fire and other emergencies including fire prevention and detection equipment arrangements
- Locations of main service isolation points i.e. water, electricity, gas
- Location of accident book – personnel in charge of accident book
- List of first aiders
- Location of first aid boxes – quantity and staff ownership/travelling first aid box
- Address/phone numbers of nearest medical centre/hospital and emergency facilities
- Educational visits and journeys/work experience
- Housekeeping and disposal of waste including hazard reporting
- Repairs and maintenance
- Premises security
- Severe weather
- Risk assessment register
- Lone working
- Manual Handling of people
- Manual Handling of object
- Manual handling equipment including equipment provided for students with SEND
- Laboratory and department apparatus/equipment/substances
- Portable electrical appliances

- Display screen equipment
- Personal protective equipment
- Respiratory equipment
- Welfare bullying/harassment/staff welfare
- Vehicles
- Engie/Carillion (PFI Sites) their monitoring systems

2 Health and safety statement

Statement of intent:

The Board of Trustees of the Diverse Academies Trust (DAT) will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as students, visitors and contractors.

The board via Academy Committees and Senior Leadership Teams will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted trained and competent before allocating particular health and safety functions to them.

Where necessary the board will seek specialist advice to determine the risks to health and safety in the establishments and the precautions required to deal with them.

The board via Academy Committees and Senior Leadership Team will provide sufficient information and training in health and safety matters to all employees in respect of the risk to their health and safety.

The board via the Academy Committees and Senior Leadership Team requires the support of all staff to enable the maintenance of high standards of health and safety in all the groups' sites and activities.

CEO, Diverse Academies Trust

Signature:



Name: D Cotton

Date: 24 February 2021

3 Our academies

- Bracken Lane Primary Academy
- East Leake Academy
- Hillocks Primary Academy
- Hucknall Sixth Form Centre
- Queen Elizabeth Academy
- Redgate Primary Academy
- Retford Oaks Academy
- Samuel Barlow Primary Academy
- The Holgate Academy
- Thrumpton Primary Academy
- Tuxford Academy
- Tuxford Primary Academy
- Wainwright Primary Academy
- Walton Academy
- Yeoman Park Academy

4 Responsibilities of the academy committees (AC)

The academy committee is responsible for:

- Ensuring a competent health and safety advisory service is procured
- Complying with the health and safety policy, advice and arrangements
- Formulating and ratifying the academy's health and safety policy "local arrangement" document, health and safety plans, including documenting annual reviews and checks
- Regular monitoring and review through a health and safety quality assurance calendar and health and safety committee meetings
- Reviewing health and safety arrangements regularly (at least once a year) and implementing new arrangements where necessary
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated

- Ensuring that risk assessments are made and recorded of all the academy's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons
- Ensuring that the statement and other relevant health and safety documentation from the local authority is drawn to the attention of all employees
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with
- Promoting high standards of health and safety within the establishment
- Active and reactive monitoring health and safety matters within the Academy including health and safety inspection reports and accident reports
- Health and safety is a stand item on all agendas

5 Responsibilities of the principal

The Principal is responsible for:

- Providing a robust health and safety management system which addresses the following key areas of responsibility:
 - Local procedures and risk assessments
 - Planning
 - Measuring and performance
 - Audit and review of performance
- The day to day management of health and safety matters in the establishment in accordance with the policy and ensuring the health and safety arrangements are carried out in practice
- Ensuring that risk assessments are made and recorded of all the academy's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons and also specific student and staff risk assessments for individuals working in and being educated in the academy. That these are reviewed annually or as circumstances change
- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the academy's health and safety committee and trust
- Ensuring that remedial action is taken following health and safety inspections.

- Ensuring that information received on health and safety matters is passed to the appropriate people
- Identifying staff health and safety training needs and arranging for them to be provided
- Attending the establishment's health and safety committee
- Drawing up the establishment's annual health and safety action plan
- Co-operating with and providing necessary facilities for trade union safety representative
- Participating in the local authority's health and safety auditing arrangements and ensuring audit action plans are implemented
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards
- Monitoring contractors and ensuring that only approved competent contractors are engaged to work on the academy site
- Seeking specialist advice on health and safety matters where appropriate
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs
- Whilst using the professional health and safety services of the local Authority, the principal must ensure that all accident reporting is entered onto the Nottinghamshire County Council Wellworker system

Note: All items remain the responsibility of the principal but should be delegated with the appropriate authority to ensure they are fully undertaken. The people delegated must be suitably trained and competent to undertake these duties. **Records of delegated roles and authority should be maintained at all times.**

6 Responsibilities of all staff

All staff employed by Diverse Academies Trust (DAT) have a responsibility to:

- To be familiar with all matters relating to health and safety by complying with the health and safety policies/procedures
- Take reasonable care for the health and safety of themselves and others when undertaking their work/duties
- Ensure they undertake the relevant health and safety training as required by the academy.
- Check classrooms/work areas are safe
- Check equipment is safe before use.
- Not intentionally or recklessly interfere with or misusing any equipment or fittings provided in the interests of health, safety and welfare

- Report immediately to their principal/line manager any serious or immediate danger
- Report to their principal/line manager any shortcomings in the arrangements for health and safety
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use
- Participate in health and safety inspections and committee where appropriate
- Ensure that all accidents and serious near miss accidents are reported in the academy's accident report book and that the reports contain all relevant data as required by the report

7 Responsibilities of all students

Students will be encouraged to follow safe working practices and observe safety rules by:

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

Appendix: Flow chart showing the management of health and safety issues

