



**St Ralph
Sherwin**
Catholic Multi Academy Trust



Health and Safety Policy

**Version 1.0
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One of four Catholic Multi
Academy Trusts in the
Diocese of Nottingham



Document Provenance

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1	January 2022	This Policy makes reference to the required use of the EVERY system across the Trust. Any Appendices referred to in this policy are all located on the EVERY System for each academy to use.



1. Introduction and Purpose

- 1.1. This Policy outlines the Trust's responsibilities and obligations regarding health and safety. It also sets out the responsibilities of employees to ensure compliance and a safe working environment.
- 1.2. The Policy is formed through the guidance of the Trust's Health and Safety Competent Advisors, Derbyshire County Council, as such the Policy may refer to other Derbyshire Health and Safety Policies adopted by the Trust.
- 1.3. The Trust through the Chief Executive Officer recognises the importance of health and safety and wellbeing in regard to its operations and is committed to ensuring its employees and all others who interact with its academies are safe.
- 1.4. The Trust is fully committed to meeting its statutory obligations under the terms of the Health and Safety at Work Act 1974 and the subsequent health and safety regulations made under it. We believe that this can best be achieved through the effective management of health and safety and the development of a health and safety culture where employees at all levels of the organisation recognise and discharge their duties under health and safety legislation. This will be achieved by managers accepting health and safety as part of their management role and staff ensuring managers are made aware of health and safety issues, so that health and safety becomes an integral part of everyone's daily activities.
- 1.5. The Trust is committed to assessing and reducing significant risks to health and safety so far as it is reasonably practicable and, by this process, to removing preventable accidents from the workplace. By doing so the Trust not only safeguards the health and safety and welfare of its staff but also all the children, young people and nonemployees who access its academies. For this process to be effective, the Trust Board accepts that sufficient resources will need to be made available to ensure that it is able to meet its statutory obligations. By ensuring the correct and sensible application of health and safety in all its activities the Trust aims not only to provide a safe environment where all preventable accidents are avoided, but also one where staff and young people feel secure. It is in such environments that staff can fully concentrate on the development of young people, promoting their enjoyment and achievement, and where young people can flourish.
- 1.6. The Trust accepts that, to maintain a safe and healthy workplace, staff need to be competent in fulfilling their roles and understand their health and safety responsibilities. As such the Trust recognise that the provision of suitable information and instruction is vital and that this should be enhanced by appropriate health and safety training. This training will be organised in response to identified priorities.
- 1.7. In the same way that the Trust accepts that sufficient resources need to be allocated to health and safety, individual academies must ensure that health and safety is a consideration under their areas of delegated responsibility.



- 1.8. All employees, at any level within the organisation, have a duty to safeguard their own health and safety and that of anyone with whom they interact. They also have a duty to comply with their employer in respect of health and safety, and to point out any shortcomings in the employer's health and safety arrangements.
- 1.9. To implement this Policy, in practical terms the Trust will produce appropriate arrangements to meet these requirements.
- 1.10. The Trust realises that, in order for the aims and objectives of the Policy to be fully realised, a partnership approach to health and safety is required. The partnership involves employer, employees and employees' representatives and a forum is required where the respective parties can meet to discuss and resolve health and safety issues.
- 1.11. The Trust also realises that for the Policy to be successful everyone must be aware of its existence and will, therefore, endeavour to ensure that it is brought to the attention of all employees. Similarly, any future revisions of the Policy will be highlighted to all employees.
- 1.12. The Trust will strive to continually improve its health and safety performance in all areas to provide, maintain and further develop a safe working environment for staff and ensure that young people remain safe and secure when accessing our services.
- 1.13. The implementation of this Policy and its impact will be monitored by the Trust Board and, based on the findings of this monitoring, will be reviewed and amended as appropriate. It will as a minimum, be kept in line with the Derbyshire County Council Corporate Health and Safety Policy.

2. Scope

- 2.1. This Policy applies to all staff, visitors, and contractors.
- 2.2. Some employees may have additional responsibilities to ensure compliance with this Policy. This will be indicated in Appendix 1 Health and Safety Management on the EVERY system should this apply.

3. Legislation and Regulation

- 3.1. The Health and Safety at Work Act (1974)¹, subsequent legislation and associated regulations, codes of practice and guidance notes, place legal responsibilities upon employers, employees, persons in control of premises, designers, manufacturers, suppliers, installers, self-employed persons, and the occupiers of buildings.

¹ [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk)



- 3.2. A breach of those responsibilities is an offence criminally chargeable in law. Ignorance of the relevant legal duties is not an acceptable defence at law.
- 3.3. It is in the interests of each employer and employee to understand the potential severity of any failure to comply with Health and Safety legislation, standards, and codes of practice on a corporate and personal level. Failure to act within the law can lead to fines and / or imprisonment. Such a failure may also result in disciplinary action.

4. Arrangements for Health and Safety.

- 4.1 The following list of topics, for which arrangements may need to be produced, is intended only as a guide and you may need to add to the list or delete from it as required. Some procedures may be available in the form of “guidance notes” or “policies” produced by the Trust supported by Derbyshire Health and Safety.
- 4.2 These should be scrutinised and adapted to suit the particular circumstances of your academy. An example of this is shown in 4.1.1 Accident/Incident Reporting section.
- 4.3 The ‘arrangements for’ list is as follows:
- 4.3.1 **Accident/Incident Reporting** - All accidents and incidents in (Academy Name) will be reported and recorded in line with SRS Trust accident reporting guidance. In (*Academy Name*) all staff will report all accidents to (*named person*) who will ensure that they are recorded in line with this guidance and who will be fully familiar with it. The academy must state where a copy of the guidance is located and readily accessible for staff and is populated with required information at local level.
- 4.3.2 **Accident Investigation** - Arrangements for which accidents will be investigated and by whom.
- 4.3.3 **Administration of Medicines** – Arrangements for administering or non-administering of medicines.
- 4.3.4 **Adverse Weather** - How the academy will manage health and safety in relation to periods of adverse weather.
- 4.3.5 **Animals** - Arrangements for the keeping of animals, e.g., supervision ratios, cleaning and feeding arrangement. Care, obviously, must be taken to ensure the suitability of the animals kept for the age and abilities of the pupils, as well as the wellbeing of the animals in terms of environment. Consideration must be given to care of animals in academy holidays.
- 4.3.6 **Asbestos** – Each academy should already have had an asbestos survey and received a register of the areas where asbestos is known to be present and



have a trained duty holder. The guidance will deal with exposure to asbestos is to be prevented.

- 4.3.7 **Communication** - Arrangements for communication between management and staff regarding health and safety issues, e.g., defect reporting, health and safety bulletins.
- 4.3.8 **Consultation with Staff** - Arrangements for consultation with staff, e.g., Safety Committee, inclusion of health and safety on the agenda of staff meetings, including consultation with Union elected health and safety representatives.
- 4.3.9 **Contractors** - Arrangements for contractors – academies have responsibility to ensure that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or, to a lesser extent, trespassers.
- 4.3.10 **COSHH** – How will you control the risk from hazardous substances, including use and storage etc (COSHH assessments):
- Introduction of new substances;
 - Use and storage of gasses, e.g., oxygen, acetylene, propane, carbon dioxide;
 - Dealing with risk presented by ionising radiation;
 - The control of any biological hazards;
 - The controls for disposal of hazardous or toxic waste.
- 4.3.11 **Curriculum Areas** – Arrangements for controlling the risk in specific curriculum areas:
- Design and Technology;
 - Drama;
 - Science;
 - Physical Education.

In secondary academies, departments will have their own safety procedures relevant to the teaching of the curriculum in that area. The academy's health and safety policy should refer to these curriculum areas, but not necessarily duplicate them.

- 4.3.12 **Disaster Plans** - Disaster plans to deal with explosions, bomb scares, escape of dangerous substances, e.g., evacuation procedures: who will contact the emergency services, who will isolate gas points, how and where.
- 4.3.13 **Display Screen Equipment** - Arrangements for the safe use of display screen equipment (DSE). Display screen equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers. Using a computer is not generally thought of as being one of the most hazardous



activities to engage in. Yet health and safety risks do exist for both adults and children. Computers should not be seen as toys but as items of electrical equipment to be treated with respect.

4.3.14 Educational Academy Visits - Arrangements for managing educational visits and carrying out associated risk assessments. Educational visits are a potential source of hazard and therefore stringent management systems need to be put in place to ensure of staff and pupils who are at risk.

4.3.15 Environmental – Arrangements for controlling the environment, e.g., temperature, humidity, noise, dust (particularly in CDT areas), lighting, ventilation. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time.

4.3.16 Fire – Fire procedures, to include: ■ Who is the duty holder;

- Fire Risk Assessment details;
- The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services);
- Testing of the fire alarm (including recording of the tests);
- Termly fire evacuation drills (including recording of the results);
- Inspection and service of firefighting equipment, e.g., who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).

4.3.17 First Aid – First Aid procedures, to include:

- Name(s) of First Aider(s);
- Name(s) of appointed person(s), if any?;
- Location of First Aid box(es);
- Who is responsible for maintaining the contents of the First Aid box?;
- A list of the prescribed contents of a First Aid box (plasters can be included but should be of the type which uses non-allergic adhesive.
- Tablets, lotions, etc, should not be included);
- Who will contact the emergency services if required?;
- Procedures for notifying parents, e.g., when, and how.

4.3.18 Housekeeping and Storage – Arrangements for safe storage and housekeeping (including the maintenance of access to egress routes)

4.3.19 Inspection of Premises - Arrangements for carrying out formal inspections of the premises, once again, in terms of who; how; (in a large academy it may be more practical to inspect departments separately rather than try to inspect the whole academy in one go), and how often. Existing LA guidelines suggest these inspections should be carried out at least three times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often, particularly in the early stages of introducing the health and safety culture. Details of how any health and safety problems identified will be dealt with should be included



4.3.20 **Lockdown** - How the academy will manage potential external threats.

4.3.21 **Lifting equipment** - Arrangements for ensuring the safe use and maintenance of lifting equipment.

4.3.22 **Lone Working** - People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.

Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.

4.3.23 **Manual Handling** - The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided; ▪ Reduce the risk of injury so far as is reasonably practicable.

Each academy should make arrangements, so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable

4.3.24 **Mechanical / Electrical** - Procedures for the introduction of new, second-hand and donated machinery and equipment. To include arrangements for the inspection and maintenance of machinery and equipment, who by, how often and how recorded.

4.3.25 **Monitoring Auditing** - Arrangements for monitoring and auditing the Policy, again based on who, how, and, when. Monitoring the Policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the size and complexity of the academy as well as the issues identified. In large areas some areas or departments may require more frequent monitoring of their sections of the policy than others.

Audits should take place to ensure the continuous monitoring process is adhered to. The frequency of these audits will depend on the situation within each academy.



Records of the testing and inspection of equipment and maintenance work carried out should be maintained as part of your health and safety management system documentation, but do not need to be included in the Health and Safety Policy itself.

The following list is a guide to the equipment and practices for which records should be kept but you may wish to add to it or delete from it as appropriate:

- Firefighting Equipment
- Electrical Equipment and Machinery
- Fire Alarms
- Ladders and Stepladders
- Evacuation and Practice Drills
- Personal Protection Equipment (PPE)
- PE Equipment
- Local Exhaust Ventilation (LEV)
- Lifting Apparatus
- Mechanical Machinery
- Lifts
- Fume Cupboards
- Pressure Systems
- Fixed Electrical Systems

The Health and Safety Management Plan Monitoring Schedule, provides a structure example already used by SRS Academies.

- 4.3.26 **Moving and Handling of Pupils** - Arrangements for safely moving and handling pupils who require assistance to move
- 4.3.27 **One off Activities** - Arrangements for identifying and controlling the risk involved with "one off" activities, e.g., outward bound activities.
- 4.3.28 **Out of Academy Activities** - Procedures for all types of out of academy activities, e.g., adult to pupil ratios, type of transport.
- 4.3.29 **Personal Emergency Evacuation Plans (PEEP's)** - Arrangements for assisting anyone who requires assistance to evacuate the building in an emergency.
- 4.3.30 **Personal and Intimate Care** - Policy and Procedures for delivering personal/intimate care if required.
- 4.3.31 **Personal Protective Equipment** - Procedures for identifying and selecting Personal Protective Equipment, including storage, replacement, and maintenance provision as well as training in the use of the equipment.



- 4.3.32 **Positive Behaviour Support Including Physical Intervention** – arrangements for dealing with challenging behaviour.
- 4.3.33 **Premises** – Arrangements for the use of premises outside normal working hours, e.g., entertainment licence, what information should be passed to groups who use the premises:
- Classrooms
 - Offices
 - Plant
 - Boiler Rooms
 - Fields
- 4.3.34 **Playground Safety** - Arrangements for playground supervision and equipment/surfaces inspections.
- 4.3.35 **Risk Assessments** - Arrangements for carrying out risk assessments under current health and safety legislation, e.g., general assessments, COSHH assessments, annual handling assessments, PPE assessments, DSE assessments.
- 4.3.36 **Road Safety** - Arrangements for the safe flow of traffic throughout the academy site, including people and vehicles.
- 4.3.37 **Security** - Security arrangements in order to prevent, where possible, unauthorised access to the premises, e.g., location of visitors' book, access points which may be closed to the public at certain times of the day.
- 4.3.38 **Site Access** - Arrangements for safe access and egress of staff, pupils, visitors, and associated vehicles
- 4.3.39 **Stress Management/Mental Health and Well-being** - Arrangements for identifying and managing stress, academy governors, Headteachers, senior teachers and academy managers need to be aware of the effects stress can have on the academy. It leads to impaired performance of individuals, increased sick absence, early retirement and higher turnover of staff. The real extent of stress-related problems has been hidden because very few people are prepared to share they are suffering from stress or to seek help for it. Few people who have not experienced the depression, anxiety and despair which often accompanies stress, fully appreciate the effect it can have on people's lives
- 4.3.40 **Training** – arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term. The system for recording any training and information given should also be included.
- 4.3.41 **Violence at work** - Academies must ensure that a policy is in place, that clearly



sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility. Academy managers need to be aware that staff fears of violence can create a situation where their own uncertainty may make violence more likely and can result in unacceptable levels of stress

4.3.42 **Welfare facilities** - Arrangements for the provision and maintenance of welfare facilities, e.g., toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as to eat lunch, provision for hanging wet clothing.

4.3.43 **Waste Management** - Arrangements for managing waste and associated secure points.

4.3.44 **Wildlife Areas** - Arrangements for managing and using academy wildlife areas and gardens, e.g., staff-pupil ratios, provision of adequate fencing, selection of plants.

It must be remembered that certain animals may attract vermin such as rats, particularly if a good standard of care is not maintained. Arrangements for dealing with this type of situation will need to be considered.

4.3.45 **Work-Related learning** - Work-related learning describes a broad range of activities for pupils and students of all ages. It is aimed at learning about work, through direct experience, and as reparation for work. It involves using the context of the world of work to develop the knowledge, skills and understanding that would be useful in work. Academies should have in place approved written policies clarifying: :

- Academies should have written policies clarifying:
- Objectives and responsibilities
- Health and safety arrangements (including arrangements when hosting a placement)
- Use of only approved placements
- Briefing / debriefing students before / after placements

4.3.46 **Working at Heights** - Be safe; always use the right equipment when working at height. Every year people suffer a major injury, sometimes fatal, as a result of a fall from height in the workplace. The academy should detail its work at height procedures.

5. Responsibilities

5.1. All staff have a responsibility to adhere to this Policy and take time to read and understand it. Additional responsibilities are detailed below:

5.2. The Trust Board

5.2.1. The Trust Board is responsible for ensuring that health and safety is maintained



within their academies. In order to do this, they must ensure that certain key elements are in place within the academies. The responsibilities of the Trust Board are outlined below and fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

5.2.2. In particular the Trust Board should ensure that:

- The Trust has a Health and Safety Policy (which can be based on the Children's Services Policy and Guidance, Derbyshire Competent Health and Safety Advice) which is implemented within the academy and that the effectiveness of this Policy is monitored. The Trustees should formally approve this Policy;
- Health and Safety are effectively managed in the Trust through appropriate management systems including risk assessments, inspections, communication systems, guidance, review, and monitoring;
- The Trust considers health and safety as an ongoing priority and ensures that health and safety obligations are included in academy development plans;
- Health and safety responsibilities are allocated to appropriate staff within the Trust and academies organisational structure;
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered;
- Adequate resources for health and safety are identified;
- They seek health and safety advice from Derbyshire's Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable;
- There is an appropriate forum for discussing health and safety issues, taking decisions, and ensuring actions are carried out. This could be full Board meetings or a sub-committee of the Trust Board where health and safety is a standing agenda item;
- They receive an annual report on the Trust health and safety performance from the individual Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Trust Board, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list);
- They receive on a regular basis any guidance issued by the authorities and take appropriate action as necessary;
- They review annually the health and safety performance of the academy and set targets for achievement for the next year;
- All the Derbyshire County Council guidance on academy journeys and adventure activities and licensing, where appropriate, is complied with.

5.3. Headteachers/Head of School/Academy

5.3.1. The Headteacher / Head of School/Academy is ultimately responsible for the day-to-day implementation of health and safety in their academy. This includes ensuring there are arrangements in place for the safe use of the academy after



hours for lettings and other events.

5.3.2. In order to effectively discharge this responsibility, the Headteacher should ensure that:

- The Health and Safety Policy and Guidance are fully implemented and monitored within their academy;
- The Policy is brought to the attention of all employees and is periodically reviewed;
- Their knowledge of health and safety issues is kept up to date;
- Individuals within the academy staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the academy health and safety policy document;
- Staff are made aware of the health and safety guidance, and any guidance issued by Derbyshire Health and Safety, or the Estates and Facilities Manager, which is relevant to their work;
- An annual report on health and safety is prepared and presented to the Local Governors and the Estates and Facilities Manager
- Inspections of the academy are carried out as per Derbyshire Children's Services guidance and appropriate action is taken to deal with the findings of these inspections;
- The academy has a relevant number of people trained to carry out risk assessments;
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk. All non-personal risk assessments are to be added to the Every System;
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up
- Adequate resources are made available to ensure that the academy meets its statutory obligations as far as is reasonably practicable
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in the academy;
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken;
- All equipment (both personal protective equipment and general equipment, e.g., tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided, is suitable for the task for which it is intended and can be adequately and safely stored;
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired / disposed of;
- Safe systems of work are adopted and are documented;
- All goods purchased comply with the relevant safety standards and, where there are health and safety implications for their use, these are considered prior



to purchase and appropriate systems of work and risk assessments are put in place;

- Appropriate emergency procedures, e.g., fire drills, fire alarm testing, are carried out in accordance with guidance and that the results are recorded and, where appropriate, acted upon;
- Where contractors are appointed to work on the site that all appropriate health and safety documents (e.g., safety policy / risk assessments / Hazard Exchange form) have been seen by the academy. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site;
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors;
- All parts of the premises and plant that the Trust is responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are reported to the Estates team through EVERY Issue;
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it;
- Appropriate First Aid provision is ensured and maintained;
- Where the premises are used or let after hours that all appropriate health and safety considerations e.g., access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place, that all the necessary insurance is in place, and that a lettings agreement has been signed;
- Any health and safety guidance received from Derbyshire Health and Safety Service is made available to the Local Governing Body so that appropriate action may be taken as necessary;
- There is appropriate liaison and consultation with Trade Union representatives.

5.4. Academy Health and Safety Coordinator

5.4.1. The Academy Health and Safety Coordinator has the following responsibilities:

- To coordinate and manage the annual risk assessment process for the academy;
- To coordinate the general workplace inspections and performance monitoring process;
- To make provision for the inspection and maintenance of work equipment throughout the academy;
- To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with Estates Department and other contractors;
- To advise the Headteacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils, and visitors;



- To ensure that staff are adequately instructed in safety and welfare matters about their specific workplace, and the academy generally;
- Carry out any other functions devolved to them by the Headteacher.

5.5. Teaching / Non-Teaching Staff Holding Positions of Special Responsibility

5.5.1. This includes Deputy Headteachers, Curriculum Coordinators, Heads of Faculty, Year Leaders/Coordinators, Heads of Departments Clerical Managers / Supervisors, Technicians and Caretakers they have the following responsibilities:

- Apply the Academy's Health and Safety Policy or relevant Derbyshire Health and Safety health and safety guidance to their own department or area of work, and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- Carry out regular health and safety risk assessments of the activities for which they are responsible;
- Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work;
- Resolve health, safety and welfare problems members of staff and refer to them, or refer to the Headteacher, any problems to which they cannot achieve a satisfactory solution with the resources available to them
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe, recording these inspections where required;
- Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Investigate accidents that occur within their areas of responsibility;
- Prepare an annual report for the Headteacher on the health and safety performance of their department or area of responsibility.

5.6. Class Teachers/Class Supervisors/Support

5.6.1. Class teachers and those working in support roles in classroom have the responsibilities:

- Exercise effective supervision of their pupils, to know the procedures for fire, First Aid, and other emergencies and to carry them out;
- Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued, and to ensure they are applied;
- Point out any shortcomings in health and safety arrangements relevant to their area of work;
- Give clear oral and written instructions and warnings to pupils when necessary;



- Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to their area of work and teaching
- Require the use of protective clothing and guards where necessary;
- Make recommendations to their Headteacher or Head of Department/Year Coordinator on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery;
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education'
- Avoid introducing personal items of equipment (electrical or mechanical) into the academy without prior permission
- Report all accidents, defects, and dangerous occurrences to their Head of Department/Year Leader/Coordinator;
- Set a good example in their professional conduct in upholding health and safety requirements.

5.7. All Employees

5.7.1. All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

5.7.2. The health and safety responsibilities of employees are as follows. Whilst at work all employees will:

- Make themselves familiar with and conform to the academy / department health and safety policy
- Be aware of and comply with all academy / department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work
- Point out any shortcomings in the academy / department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their senior leader /Headteacher as appropriate;
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an imminent risk of serious injury, the employee must take all steps within their control to make the situation safe;
- Use appropriate safety equipment and personal protective equipment / clothing provided by the employer and ensure that it is used by persons under their charge where appropriate;
- Cooperate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives, or requirements;
- Cooperate with any investigations related to health and safety, e.g., accident investigations;
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work;
- Not use equipment they have not been trained to use;



- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions;
- Report all accidents, however minor, and near misses;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.

5.8. Academy Health and Safety Representatives

5.8.1. The Trust Board recognises the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out academy inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

5.8.2. They are also entitled to certain information, e.g., about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Local Governing Body.

5.9. Pupils

- 5.9.1. All pupils in each academy (with due consideration of their age and guidance needed) are expected to:
- Exercise personal responsibility for the health and safety of themselves and others;
 - Observe standards of dress consistent with safety and /or hygiene;
 - Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency;
 - Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

6. Monitoring, Review and Compliance

- 6.1. The responsibility for monitoring and reviewing the impact of this policy and making recommendations sits with the Estates and Facilities Manager.
- 6.2. The implementation of this Policy and its impact will be monitored by the Trust Board and, based on the findings of this monitoring, will be reviewed and amended as appropriate. As a minimum, it will be kept in line with the Derbyshire County Council Corporate Health and Safety Policy.
- 6.3. The Finance and Estates Committee will review and sign off this policy on an annual cycle, and it will be updated throughout the year if there are regulatory or legislative changes.