

<b>Category</b>	Health & Safety		
<b>Document Name</b>	Health & Safety Policy		
<b>Accountable Body</b>	RADIUS Trust		
<b>Reference</b>	HS.P1	<b>Date Approved/Reviewed</b>	23 <sup>rd</sup> February 2016
<b>Version</b>	2.7	<b>Next Review Due</b>	Spring 17

## Related Documents

Document	Reference
Health & Safety Arrangements (applies to all schools / charity office)	HS.P1.T1
Health & Safety Procedures (customised for each school / charity office)	HS.P1.02
Health & Safety Forms (customised for each school / charity office)	HS.P1.03

## Reference Material

Guidance
Health and Safety at Work Act 1974
Management of Health & Safety at Work Regulations 1999
DfE Health & Safety Advice on Legal Duties and Powers Feb 2014

## Policy Statement

This policy sets out the overall Trust responsibility for health and safety and requirements for the day-to-day management of health and safety to ensure that arrangements are effectively implemented.

### Prevention of Accidents & ill Health

The Trust requires senior management to make arrangements to prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from all activities within and associated with school activities. This requires relevant risk assessments to be completed and actions arising out of risk assessments to be implemented. Risk assessments are required to be reviewed annually, or earlier if activities and working practices or conditions change.

### Training

The Headteacher/Principal of schools and key senior managers are required to ensure that adequate training is provided to employees to ensure that employees are competent to undertake their work and assigned duties. Staff, volunteers (undertaking specific tasks) and contractors are required to be given necessary health and safety induction and provided with appropriate training (including working at height in hazardous situations) and where appropriate have necessary personal protective equipment for hazardous activities. Where employees work remotely and alone appropriate arrangements will be assessed and safe practice stipulated with appropriate arrangements made.

### Employee Engagement

The Headteacher/Principal of schools and senior managers will be expected to engage staff and consult about effective safe day-to-day safe working practices. Risk assessments will be allocated to individual managers and employees to undertake and keep under review.

The Trust's Employee Consultation Forum will have a standing agenda item to address health and safety matters.



## **Emergency Arrangements**

The Headteacher/Principal of schools and senior managers will detail procedures and arrangements for the management of emergencies and specifically including evacuation procedures in the case of fire or other significant incidents. Headteachers/Principals and senior managers will hold personal responsibility for the assurance of escape routes from buildings, which are well signed and maintained clear and unobstructed at all times. Evacuations plans are required to be maintained and clearly understood by all employees and tested at regular intervals with appropriate recording.

## **Healthy Working Conditions**

The Headteacher/Principal of schools and senior managers shall maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of hazardous substances. Working settings are required to have well maintained toilet and washing facilities and access drinking water and provision of rest or break from work duties facilities.

The working environment is required to be a no smoking environment.

The Headteacher/Principal of schools and senior managers will ensure that systems are in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Relevant employees will be trained in safe, storage and handling/use of hazardous substances.

Each school will display a health and safety poster and clear and well-communicated arrangements will be made for the provision of and location of first aid boxes and the statutory prescribed accident book.

The Headteacher/Principal of schools and senior managers with responsibility for discrete premises will maintain these arrangements in place and have routines for assurance including regular review and monitoring of compliance.

Each school and the Charity Office shall maintain a list of compliance arrangements indicating named responsibilities with customised commentary setting out details, which accommodate local requirements. The sample proforma Appendix A indicates the requirements in the form of an assurance report.

These arrangements are to be reviewed annually and signed off by the Governing Body in the case of the schools and by the CEO with respect to the Charity Office.

## **Monitoring & Review**

Each school and the Charity Office is required to monitor the performance of its health & safety arrangements and related procedures in the following ways:

- Produce an analysis of the findings of periodic reviews and safety audits
- Produce an analysis of inspection reports from enforcing authorities
- Active involvement in the investigation of accidents & serious incidents
- Unannounced health & safety tours of premises & inspection of records
- Encouraging honest and open discussions with staff in relation to health & safety issues

The Headteacher/Principal of schools is required to produce a summary report to the Governing Body of each school, or CEO in the case of the Charity Office, on an annual basis (in the Autumn term) indicating by exception areas where action is in hand to secure full compliance relating to identified weaknesses.

The Trust's overall risk management arrangements will identify assurance mechanisms to validate these arrangements.

## **Resources**

All necessary resources (staffing or financial) to affect this policy are deemed to be a management responsibility to prioritise to ensure compliance.

## Appendix A: Health & Safety Assurance Report

Health & Safety Assurance Report			
Statement of arrangements	Confirmed By		Action / Arrangements <i>(Customise to site specifics)</i>
	Initials	Title	
Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities			
Provide adequate training to ensure employees are competent to do their work			
Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health			
Implement emergency procedures (evacuation in case of fire or other significant incident).			
Monitor and review Health & Safety Procedures			
Health and safety law poster is displayed			
Location of first-aid box and accident book			
Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).			
Implement a detailed H&S and fire safety review			
Appoint a competent Health and Safety Coordinator and provide appropriate training.			
Appoint a competent Fire Safety Coordinator and provide appropriate training.			
Sign Off (Schools: Governing Body / Charity Office: CEO)			
Name		Role	
Signature		Date	