



## HEALTH SAFETY AND WELFARE POLICY

### 1 Scope

The Employing Body recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the academy premises or participating in academy sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the academy community. The Principal should be supported with a high degree of commitment from managers, teachers and supervisors at every level.

The Employing Body believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks

The Employing Body will review the health and safety policy on a regular basis and bring any revisions to the attention of all students and staff.

### 2 Requirements

#### THE DUTIES OF THE TRUST

In the discharge of its legal duty, the Employing Body, in consultation with the Principal will:

- make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practices which are relevant to the work of the academy.
- It will appoint a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the Devon Health and Safety Service, who will advise, consult, support and liaise with the Principal and other relevant employees.
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy to provide:
- a safe place for students and staff to learn and work including safe means of entry and exit
- plant, equipment and systems of work which are safe
- safe arrangements for the handling, storage and transport of articles and substances
- safe and healthy working and welfare conditions
- supervision, training and instruction so that all students and staff can perform their academy-related activities in a healthy and safe manner

- necessary safety and protective equipment and clothing where appropriate
- The Employing Body will also:
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- monitor the effectiveness of health and safety management through appropriate level meetings and periodic practical reviews
- provide adequate resources, in so far as is reasonably practicable to meet the academy's legal responsibilities , and
- take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

#### **THE DUTIES OF THE PRINCIPAL**

The Principal has day to day responsibility for health and safety performance and to take all reasonable practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

The Principal will take all reasonable steps to achieve this through the health and safety co-ordinator, heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

In particular, the Principal will:

- lead by example to ensure, at all times, the health, safety and welfare of students, staff and others using the academy premises or facilities or services or attending or taking part in academy-sponsored activities.
- establish a robust management structure for managing health and safety and together with the Directors, monitor its effectiveness.
- ensure safe working conditions for the health, safety and welfare of students, staff and others using the academy premises and facilities
- ensure safe working practices and procedures throughout the academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- consult with members of staff, including the safety representatives, on health and safety issues.
- identify the training needs of students and staff and ensure, within the financial resources available, that all students and members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- monitor the standard of health and safety throughout the academy, including all academy-based activities, encourage students, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
- receive reports from enforcement officers and advisory bodies and where appropriate, take relevant actions to address issues raised.
- encourage students, staff and others to promote health and safety and to suggest ways and means of reducing risks

The Principal, may delegate tasks to others and authorise others to undertake duties on their behalf, but will retain overall responsibility for the implementation and management of proper health and safety controls within the academy on behalf of Teignmouth Learning Trust.

**THE DUTIES OF THE HEALTH AND SAFETY CO-ORDINATOR(S)**

In addition to the appointment of the Devon Health and Safety Service to act as the Competent Person and in addition to the general duties which all members of staff have, the health and safety co-ordinator has responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other persons using the premises or engaged in activities sponsored by the academy.

The health and safety co-ordinator is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the academy. To do this the health and safety co-ordinator will:

- co-ordinate and manage the risk assessment process for the academy to allow the prompt identification of potential hazards.
- co-ordinate general workplace monitoring inspections and performance monitoring processes
- keep records of all health and safety related activities
- ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the academy generally
- ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic reviews and safety audits on the findings of the health and safety management system
- advise the Principal of situations or activities that are potentially hazardous to the health and safety of staff, students and visitors
- carry out any other devolved functions assigned by the Principal or Trust

**THE DUTIES OF HEADS OF DEPARTMENTS/SUPERVISORY STAFF**

Every department head and supervisor, so far as is reasonably practicable, is responsible at all times and in varying degrees, for the health and safety of all persons (including employees, students, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

Each must be aware of and comply with relevant academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

They must ensure that they:

- apply the academy's health and safety policy to their own department or area of work and be directly responsible to the Principal 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 and submit reports to the academy's health and safety co-ordinator within the specified time frame
- ensure that all staff under their management are familiar with the health and safety procedures for their area of work and act accordingly
- resolve health, safety and welfare problems that members of staff refer to them, and to liaise further with the academy health and safety co-ordinator on any problems to

which they cannot achieve a satisfactory solution within the resources available to them

- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- ensure all accidents and incidents are recorded and investigated appropriately

Department heads and supervisors manage the day-to-day health, safety and well-being of people by ensuring all the activities undertaken under their control comply with the academy's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control.

#### **THE DUTIES OF ALL MEMBERS OF STAFF**

All persons employed by the academy, including official volunteers, have a duty to themselves, their colleagues, the academy, and the community they serve, to work in a safe and responsible manner.

To that end, they must assist the academy in achieving its health and safety objectives by:

- taking action to prevent work related accidents and ill health
- reporting unsafe processes, practices and equipment to supervisors or managers
- raising health and safety concerns with supervisors or managers
- reporting all health and safety incidents however minor to supervisors or managers
- following the appropriate safety rules and procedures relating to each work activity
- using the safe systems of work, control measures, protective clothing, equipment and devices where required
- not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required

By setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the academy.

#### **STUDENTS**

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others to observe standards of behaviour and dress consistent with safety and/or hygiene and to observe all the health and safety rules of the academy and in particular, the instructions of staff given in an emergency.

They should use and not willfully misuse, neglect or interfere with facilities or equipment provided for theirs and others health and safety.

#### **HIRERS, CONTRACTORS AND OTHERS**

When premises are used for purposes not under the direction of the Principal then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.

The academy's health and safety co-ordinator will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the academy premises or facilities are being used out of normal academy hours for an academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

When the premises are hired to persons outside the employment of the Employing Body, it will be a condition for all hirers, contractors and others using the academy's premises or facilities to familiarise themselves with this policy, to comply with all safety directives and that they will not without the prior consent of the Employing Body:

- introduce equipment for use on the academy premises
- alter fixed installations
- remove fire and safety notices or equipment
- take any action that may create hazards for persons using the premises or the staff or students of the academy

All contractors who work on the academy premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Principal will take such actions as is necessary to prevent persons in their care being put at risk from injury.

### 3Key Terms and Definitions

ACRONYM	TERM	DEFINITION
	Employing Body	Teignmouth Learning Trust

## Amendment Record

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1	24.09.2012		

---