



TITLE: Health & Safety Policy

REV: 3 DATE: March 2014

Aim

To provide a safe and healthy environment for staff, pupils and visitors.

Principles

- The Academy notes the provisions of the Health and Safety at Work, etc Act 1974 (s.2(1)) and undertakes, so far as is reasonably practicable, to:
 - Ensure the health, safety and welfare of employees.
 - Ensure that others who are not in our employment but who may be affected by our actions, are not exposed to health and safety risks.
 - take responsibility to ensure the health and safety of pupils and others using the premises or participating in Academy-sponsored activities.
- The proper attention to the above will be beneficial to the SAE and set the right educational example.
- It is the responsibility of the governing body, the Principal and those who have delegated H&S duties, to ensure this policy is followed.
- All staff and pupils are aware that their own safety and that of others depends on their individual conduct while taking part in SAE activities.
- The governing body shall ensure that the Principal has established a safety committee. This group to include trade union and/or staff representatives who should decide amongst themselves which individuals should sit on the committee.
- The Academy will exercise its responsibilities with due regard for its educational aims and methods, in particular experiential education, support of extra-curricula activities, social events, the rhythms of the year, festivals, off-site trips, sport and theatre performances; these being integral to developing students' faculties and encouraging a positive attitude to learning and health & safety throughout life.

The SAE will achieve this by:

- Teaching in a way that recognises that children learn in different ways as they develop into adulthood.
- Guiding pupils to develop and widen their abilities.
- Recognising that many areas of knowledge are best gained in a practical way.
- Placing emphasis on learning through doing. The Academy encourages children to develop good motor skills and body awareness as these are linked to academic performance.
- Helping the child develop into a responsible adult by giving them increasing experience of risk assessment and self-management as they proceed through the Academy, for instance being given responsibilities on off-site trips.

Procedures

1. The governing body, in consultation with the Principal, shall:
 - Keep up to date on relevant legislation and best practice, in particular the Management of Health and Safety at Work Regulations 1999.
 - Assess the effectiveness of this policy and ensure any necessary changes are made.
 - Create and closely monitor the Academy's H&S management structure.
 - Provide resources to allow for adequate training of staff to fulfil their H&S duties and for any associated equipment they may need.

2. The Principal shall:
 - Take all reasonably practicable steps to fulfil this policy by accepting overall responsibility and by delegation of specific responsibilities to senior members of staff, teachers and others as required.
 - Consult with members of staff, including safety representatives, on health and safety issues.
 - Carry out periodic reviews of H&S management and report to the governors.
 - Identify the training needs of staff and pupils and ensure, within the financial resources available, that members of staff who have training needs, receive adequate and appropriate training.
 - Ensure that the Academy develops and maintains a positive H&S culture.
 - In conjunction with the governors, monitor the management of H&S and make changes when necessary.
 - Ensure that an emergency plan is written to cover all foreseeable major incidents which could put the Academy and its occupants at risk. This plan will prioritise the actions to be taken in the event of a major incident to prevent injury or loss of life and minimise losses to the Academy. The plan shall be agreed by the governing body and rehearsed by staff and pupils.

3. Senior members of staff shall:
 - Be directly responsible to the Principal for the implementation and operation of the SAE's health and safety policy within their areas of responsibility.
 - Ensure that risk assessments are written for all significant activities in their department.
 - Instruction is given, regarding H&S matters, to all new employees working in their department.
 - Regular safety inspections are made in their area.
 - Corrective action is taken when necessary.
 - Health and safety information is communicated to relevant staff in their area.
 - Report to the H&S Officer or Principal any health and safety concerns.

4. All members of staff shall:
 - Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
 - Cooperate with management to help ensure that the Academy's duties are complied with.
 - Report any defects they observe to the H&S Officer or other senior member of staff as appropriate.
 - Assist the Academy in promoting a positive H&S culture and actively suggest ways of reducing risks.

5. The H & S Officer shall ensure that hirers, contractors and others who use the premises, carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

Controls

- The H&S Group shall take collective responsibility to bring to the SAE's attention any actions it deems necessary.
- The H&S Officer shall ensure all H&S policies are implemented and take appropriate action to correct any failings.

- Governor responsible for H&S shall annually review this policy and H&S arrangements.

Related documents:

- Job descriptions for Principal, Project & Finance Manager /H&S Officer, Department Heads.

Review

- This policy shall be reviewed annually by the H&S Group, in conjunction with the Personnel department to ensure H&S duties are correctly reflected in Job Descriptions.

Review Date: March 2015

Designated staff member: Jenny Salmon

Policy Approved by (Print name): Adam Swale

Signature:

Date:

Designated governor: Maggie Skeet

Information & Guidance

- Gov.uk - Education and Learning
- HSE - Education

Relevant legislation:

- Control of Asbestos at Work Regulations 2006
- Control of Substances Hazardous to Health Regulations 2002
- Education (Independent School Standards) (England) (Amendment) Regulations 2012
- Education (Independent Schools Standards) (England) Regulations 2010
- Electricity at Work Regulations 1989
- Equality Act 2010
- Health and Safety at Work, etc Act 1974
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- Management of Health and Safety at Work Regulations 1999
- Manual Handling Operations Regulations 1992
- Occupier's Liability Act 1984
- Provision and Use of Work Equipment Regulations 1998

- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Workplace (Health, Safety and Welfare) Regulations 1992

PLEASE NOTE THAT TEACHERS/ADULTS WHO KNOWINGLY OR CARELESSLY
ACT OUTSIDE THE ACADEMY'S POLICIES AND PROCEDURES
MAY NOT BE COVERED BY THE ACADEMY'S INSURANCE OR LEGAL PROTECTION