



HEALTH AND SAFETY POLICY FOR LEIGHTON ACADEMY

Policy lead:	Mrs S Thompson
Approval date:	1 September 2025
Next review date:	1 September 2028
Approval needed by:	LGB

Leighton Academy is part of The Learning Partnership.

Health & Safety Policy Statement

- 1.1 Leighton Academy recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will take into account its parallel obligations for the health and safety of pupils, visitors and others who might be affected by its operations.
- 1.2 The provisions in this policy are intended to ensure that health and safety is an integral part of the general process of risk management which the school operates. Thus, health and safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the academy's management systems.
- 1.3 The purpose of the policy is:
 - To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
 - To set out duties and responsibilities.
 - To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
 - To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.4 The local governing body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.
- 1.5 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their line manager/s. Special care should be taken with the health and safety issues of any new venture.

Organisation and Arrangements for Implementing the Policy

- 2.1 The Principal has overall responsibility for the implementation of this policy. To facilitate this, the Principal is designated to be the health and safety co-ordinator (Samantha Thompson) alongside David Moir (Site Maintenance Officer). Each line manager will recognise and accept a personal role in ensuring that arrangements for health and safety are effective within his or her respective area. Collectively, the Local Governing Board requires health and safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which health and safety can flourish.

2.2 Risk Assessment

The underlying process, which secures this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the principal, heads of departments and line managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

2.3 Consultation

Employees with concerns should normally raise them with the Principal or health and safety co-ordinator. However, the governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the principal or health and safety co-ordinator, who will seek advice from the Departmental Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

2.4 Contractors and School Partnerships

Contractors carrying out work for the academy will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the academy's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the principal to ensure that the governing body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

- 2.5 Academy linked partners and hirers, will exchange health and safety policies and procedures with the academy and ensure that the health and safety of all staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the academy. In particular, partners will be required to provide staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with the academy's activities.

2.6 Inspection and Monitoring

The Principal / health and safety co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Local Governing Board.

2.7 Accident / Incident Reporting

Every injury should be reported on an accident form and handed to the school office to be recorded. An injury that needs medical attention or involves time off work must

be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, a log on Compliance Centre and the RIDDOR form must be completed by the Office manager or Principal.

2.8 Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the principal using the Safety Shield System.

3.0 POLICY REVIEW

This Policy will be reviewed annually. The Local Governing Board will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.