



# Health & Safety Policy



<b>This policy applies to :</b>	Staff / Students / Contractors / Visitors
<b>Author/Department:</b>	Head of Health and Safety
<b>Area/Person responsible:</b>	Chief Executive Officer
<b>Date approved:</b>	15 Dec 21
<b>Related Documents/ Policies:</b>	
<b>Date of Next Review:</b>	Annual
<b>Date of most recent review:</b>	
<b>Changes made:</b>	Refer to Revision History – Page 3

### The Equality Act 2010: The Equality Duty

The Trust has a duty to consider the needs of all individuals in our day-to-day work – in shaping policy, in delivering services and in relation to our employees. The Equality Duty has three aims, which require the Trust to have due regard to the need to:

- **Eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **Foster good relations** between people who share a protected characteristic and people who do not share it.

Does the policy support the aims of the Equality Duty?	Yes	✓	No		N/A	
<b>If no, please state which groups may be affected and complete a full equalities impact assessment</b> (guidance and forms available on the intranet)						
<b>Impact Assessment Reference:</b>						

<b>Initial Impact Assessment Completed</b>	No
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<b>Date</b>	
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<b>Review of Policy</b>	Yes
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<b>Date</b>	Dec 22
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# Revision History

Amendments and updates may be required under the following circumstances:

- Changes in legislation and statutory requirements
- Changes in British Standards
- Substantial changes to the Trusts undertakings
- The introduction of new machinery or technology
- Changes in nominated responsible persons
- Changes in the responsibilities of nominated responsible persons
- Changes in Policy and Procedures.

<b>Version</b>	<b>Date</b>	<b>Responsible Person</b>	<b>Changes</b>
Rev 0	10 Jan 22	Martin Player	1. Generally included changes requested by the Board of Trustees. 2. Section 3.1 - Included the Trust Health and Safety Framework schematic. 3. Section 4.10 – clarified the source of reference and guidance for the Head of Estates. 4. Section 5 – <i>Planning and Implementation – Procedures and Guidance</i> – clarified the 'Trust H&S Manual' as the main source for H&S procedures and guidance.
Draft 1	08 Dec 21	Martin Player	Included changes requested through consultation.  For approval by the Board of Trustees.
Draft	23 Nov 21	Martin Player	For consultation

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## 1. Introduction

This is a trust-wide policy and is relevant to all academies<sup>1</sup> within the Trust, their employees, students, visitors, and contractors.

The purpose of this policy is to demonstrate the Trust's commitment to comply with the general requirements of the Health and Safety at Work etc. Act 1974, and other statutory provisions. To manage workplace hazards and provide an approved systematic approach and guidance to enable staff to effectively manage risk. More specific policy details include:

- The Statement of intent – made by the Chair of Trustees and Chief Executive Officer commits to striving for high standards of Health and Safety in the Trust.
- Organisation and responsibilities (people and their duties). This part outlines the management structure and health and safety responsibilities of managers and employees.
- Arrangements (systems and procedures) include the significant findings of risk assessments in working instructions and practices (arrangements for ensuring that people work safely).

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<sup>1</sup> Trust academies include, Ashton Sixth Form College (ASFC), Astley Sports Village (ASV), Longdendale High School (LHS and Rayner Stephens High School (RSHS).

## 2. Health and Safety – Statement of Intent

The health, safety, welfare and security of all students, staff, contractors, and visitors are of paramount importance to the Stamford Park Trust. The Trust aims to ensure, so far as is reasonably practicable, the health, safety and welfare of all Trust employees, students and others who may be affected by the activities or undertakings of the Trust. This policy statement provides a commitment and intent to comply with the Health and Safety at Work Act 1974.

To achieve this the Trust will, as far as is reasonably practicable:

- Endeavour to meet the requirements of the Health and Safety at Work Act 1974 and associated legislation and guidance that may be relevant and introduced.
- Recognise Trade Unions and ensure effective communication and consultation on health and safety throughout the Trust.
- Involve staff in the management processes and undertakings, both to involve them in issues that affect their Health and Safety, and in providing adequate and sufficient information, instruction, training, and supervision regarding the risks to, and promotion of, health, safety, and welfare.
- Prevent work related injuries, incidents, ill health, and disease.
- Assess the risks to health, safety and welfare of employees, students and others who may be affected by Trust activities and implementing controls to minimise those risks.
- Provide adequate and sufficient welfare facilities, also provide, and maintain a safe working environment with safe access and egress.
- Provide and maintain safe plant and equipment and implement safe systems of work and the safe use, storage, transport and handling of substances and articles.
- Accept responsibility for the health and safety of other people who may be affected by the Trust's activities.

- Raise student, staff and visitor awareness of health, safety, welfare and security procedures and issues and promote and encourage good practice in student health and safety.
- Ensure that sufficient funds and resources are made available to the Executive Team and Senior Leadership Teams to allow them to fulfil their responsibilities as set out in this policy; and provide the resources to ensure the health and safety of student, employees, and others, seeking expert competent help where the necessary skills are not available within the Trust.
- Require all employees to comply and assist with items as set out in this Health and Safety Policy and related documents.

The continuing development of a positive safety culture depends on the involvement of all employees. The trust therefore requires the provision of necessary communication and the cooperation between individuals and groups. This communication and cooperation will allow for the passage of information on all matters related to their health and safety and allow employees to raise safety concerns.

Signed by the Chair of Trustees of  
Stamford Park Trust

Signed by the CEO of  
Stamford Park Trust

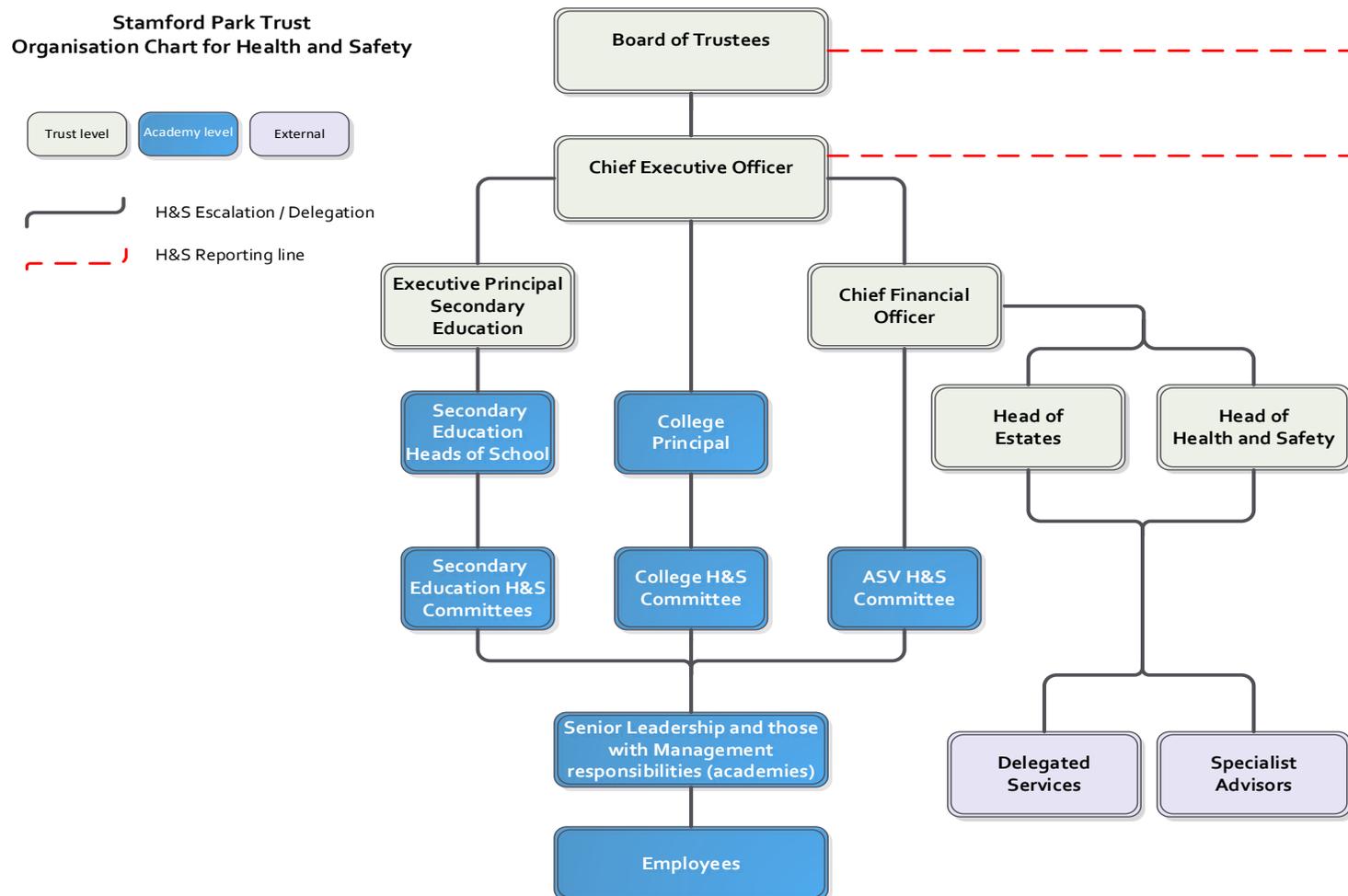
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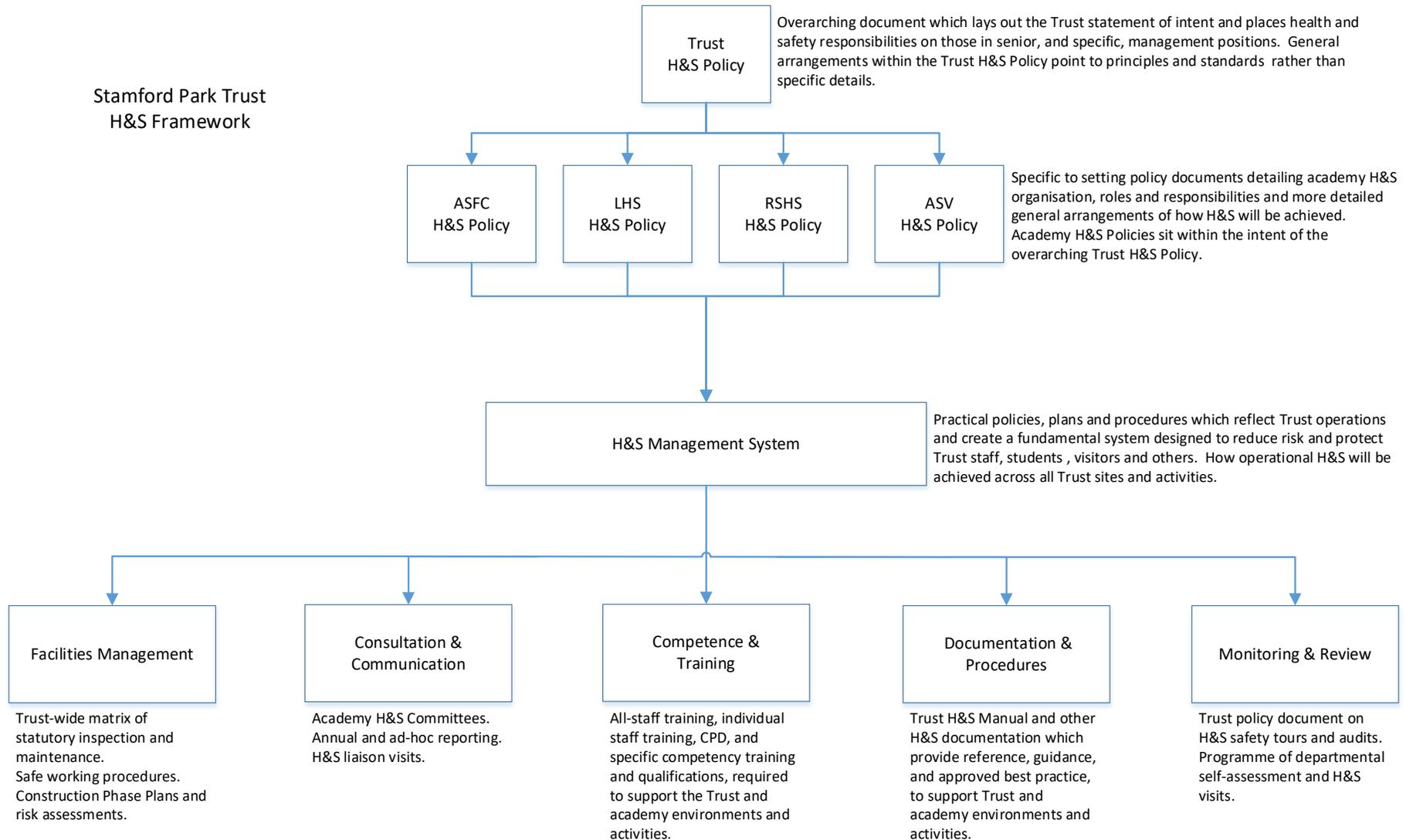
### 3. Organising for Health and Safety

#### 3.1. Organisation chart and Trust health and safety framework.

High standards of health, safety and welfare control are achieved by good management and positive leadership. To achieve this, it is necessary to detail the organisation within which health, safety and welfare matters can be managed and specify responsibilities.



Stamford Park Trust  
H&S Framework



### 3.2. Organisational Responsibilities

The Board of Trustees will follow the published guidance from the Health and Safety Executive (HSE) and related organisations such as the Food Standards Agency, Department for Education, Education and Skills Funding Agency and other regulators or advisors.

Whenever appropriate health, safety and wellbeing will be organised in cooperation with child protection and safeguarding arrangements, security, personal health issues such as mental health and any other relevant matters. Employees with duties will be recruited and trained to have the skill, knowledge, and experience to carry out their work effectively.

The organisation of the Trust and its member academies will provide the means to manage and supervise staff, report defects, and arrange repairs, inform, and brief employees, involve staff and consult with them and provide a means of 'whistle-blowing' should the need arise.

The right of employees will be formally displayed using the HSE poster which will be put on a noticeboard at all premises. (Health and Safety Information for Employees Regulations).

The Trust will follow the industry best practice using published documents available from regulators such as the HSE. Industry includes education and all other relevant areas of work such as building maintenance, electrical equipment, and catering. It will use the advice of recognised organisations at national level and national governing bodies.

The Trust will have employees trained in health, safety, and wellbeing at varying levels for general awareness to specialist knowledge in certain fields. The Trust will call on external help when needed whether as a contractor, such as a qualified electrician or gas technician, or as an advisor.

The Trust supports the member academies with the development of practice and procedure, risk assessment and guidance, and the availability of internal and external advisors. Member academies are encouraged to develop their own specific practice and procedure providing it is consistent with the Trust objectives of achieving a high standard of health, safety, and welfare.

The Trust will work with trade union representatives where they are in post, and with staff representatives where they are present. The Trust supports both roles as part of employee involvement and consultation. Generally, the representatives will be based at the academies and will act for that setting alone. Where there are trust-wide issues raised these will be shared between the academies so that good practice is promoted in all locations and activities. The Trust supports the principle of each academy having a staff health, safety, and welfare consultative committee.

The Trust will monitor and audit health, safety, and welfare and will provide an annual report on these matters. The report will provide a strategic review and an action plan based on the information supplied by each academy through the course of the year. In addition, the Board of Trustees will arrange, through the Audit & Risk committee, for an external independent audit of each academy on a rolling programme at a frequency they shall decide.

## 4. Health and Safety Responsibilities

The Trust, as the employer, is the legal entity responsible for health, safety, and welfare legislation; the Trust expects the post-holders to work within the context of the legislation and in particular the enabling approach used in the Health and Safety at Work etc Act 1974. This does not define every tiny task that must be done; instead, it sets a culture in which more general duties, intelligently and wisely carried out, achieve a high standard. Some of the regulations from the Act are more specific in their requirements.

The following paragraphs outline the roles and responsibilities of key post-holders within the Trust, and within each academy.

### 4.1. The Board of Trustees

The Board of Trustees have ultimate responsibility for ensuring that the duties imposed on the Trust, as the Employer under the Health and Safety at Work etc. Act 1974 are carried out. And will:

- Ensure that the Board of Trustees accepts its collective role and responsibility in providing health and safety leadership for the Trust; and that each board member accepts their individual role.
- Appoint a nominated Board of Trustees member for health and safety.
- Ensure there is an effective health and safety management structure.
- Ensure that key posts are filled by competent individuals and the requirements of these posts are being met.
- Ensure that matters of health and safety are afforded equal importance as other key business functions.

- Ensure that the board provides as far as is reasonably practicable the resources deemed necessary, to fulfil the requirements determined by statute.
- Ensure that there is an effective and enforceable set of policies for the provision of health and safety for the Trust and throughout each academy.
- Receive and review reports on health and safety from the Head of Health and Safety, including information on accidents and defects; take action to reduce unfavourable trends and satisfy themselves that corrective action is taken.
- Review the safety performance of the Trust.
- Positively promote health and safety at every opportunity.

#### 4.2. Chief Executive Officer (CEO)

The CEO has overall delegated responsibility for ensuring that the Trust meets its statutory obligations and that effective arrangements for the management of health and safety are put in place. Whilst overall delegated responsibility lies with the CEO, executive responsibility is further delegated to others for managing health and safety, including compliance with relevant legislation, quality standards and Trust policies.

The CEO will lead on ensuring the following key issues within the overall statutory framework:

- Trust-wide compliance with statutory requirements is met.
- The safeguarding of children.
- The impact of health and safety is considered in all strategic and operational decision making.
- The suitability of arrangements for critical incidents, disruption, business continuity and support to the community in a crisis. This includes fire, flood, threats, and other hazards. It also covers serious incidents on organised trips and events.

- Arrangements are in place and that individuals are appointed to cover duties for health, safety, and wellbeing (and relating issues).
- Ensuring that the Chief Financial Officer and the Executive Principal (Secondary Education) are aware of their responsibilities for health and safety and are provided with the necessary training, information, and support in order to fulfil these responsibilities.
- Positively promoting health and safety at every opportunity.

The CEO will normally be the initial point of contact on behalf of the Trust for serious and significant matters.

### 4.3. Chief Financial Officer (CFO)

The maintenance of the estate under the control of the Trust will be overseen by the CFO and as such the CFO has responsibility for managing health and safety arrangements pertaining to buildings and grounds - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical installations, and control of legionella.

The CFO will lead on ensuring the following key issues within the overall statutory framework:

- That sufficient resources are allocated and authorised within budgets to meet statutory procedures and standards for health and safety in each academy.
- The impact of health and safety is considered in all strategic and operational decision making and that there is provision for contingencies in respect of health and safety.
- That health and safety is a key consideration when planning any construction projects and that resources are made available to meet requirements.
- That there is a programme of compliance servicing and inspection of workplaces and that effective arrangements are in place to risk assess, conduct, and record them.
- That when awarding contracts, health and safety is included in specifications & contract detail.

- That the correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts, and maintenance service agreements on Trust premises are accurately carried out.
- That a programme of health and safety inspections is agreed with the Audit & Risk committee.
- Health and safety is positively promoted at every opportunity.

#### 4.4. Executive Principal (Secondary Education)

The Executive Principal (Secondary Education) will assume overall responsibility for the health and safety performance of those secondary education settings within the Trust. The Executive Principal (Secondary Education) is required to seek assurance from Heads of Schools that health and safety is being managed effectively across their areas of control; and, that their health and safety responsibilities are being met.

This will include assurance relating to:

- Decision-making is in line with Trust policy and procedures for health and safety and any statutory provisions set out in legislation.
- Adequate resources are made available for health and safety.
- Ensuring practices comply with local rules and relevant occupational health and safety policies and procedures.
- Health and safety performance is continually reviewed and suitable action plans for improving health and safety are developed and implemented.
- Ensuring health and safety related risks are effectively identified and managed.
- Leadership and promotion of a positive culture.
- Identifying and seeking opportunities to improve the performance of health and safety management systems.

- Positively promote health and safety at every opportunity.

#### 4.5. Local Governing Bodies

Under the powers of delegation set out in the Articles of Association the Trust may constitute a Local Governing Body (LGB) for each academy. Where constituted, each LGB may receive relevant health and safety updates for information only. Health and safety issues are reported directly to the Board of Trustees.

#### 4.6. Principals and Heads of Schools

The Principal or Head of School of each academy is required to take all necessary and appropriate action to ensure that the Trust health and safety standard is always maintained, giving strategic direction, advice, assurance, and guidance within the academy. This requirement generates responsibility for delegated day-to-day maintenance and development of workplace precautions, safe systems of work and conditions, for all staff, students, visitors, and other persons using the academy premises, or engaged in activities sponsored by the academy.

In particular, the Principals or Heads of Schools will be responsible for:

- Always ensuring that the health, safety and wellbeing of staff, students and others using the academy premises or facilities, or services, or attending or taking part in academy-related activities, is a priority.
- Ensuring development and review of an academy specific health and safety policy, organisation, and arrangements in line with the Trust Health and Safety Policy; and continuous improvement in health and safety through delivery of health and safety action plans.
- Implementing the Trust and academy health and safety policies and procedures and ensure that they, and all employees under their control, have full understanding of those policies and procedure and their delegated responsibilities.
- Monitoring the health and safety management structure, in consultation with members of staff, including Trade Union safety representatives, on health and safety issues.

- Monitoring the performance of all staff under their control to ensure that their duties are being carried out effectively.
- Identifying the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- Ensuring adequate resources are available to successfully manage health and safety within their academy.
- Monitoring standards of health and safety, ensuring that any academy activities that may involve a risk to health and safety, are assessed and planned effectively identifying, eliminating and/or controlling potential risks and hazards; and where appropriate ensure that the Executive Principal (Secondary Education) is made aware of the findings.
- Periodically conducting a sample of inspections and safety tours, alongside the Head of Health and Safety, to ensure that the objectives of the Trust and academy policies are being met.
- Ensuring planned preventative or reactive maintenance is carried out safely and is adequate to keep all plant, equipment, premises, and facilities maintained in safe working order.
- Ensuring that emergency (fire, first-aid, security) arrangements and procedures, as required by legislation, are in place within their academy, and, that all employees are aware of them and have received information and training in their execution.
- Ensuring that accidents are recorded, and accident investigations are carried out where necessary; and, any remedial actions identified, and closed down and recorded.
- Implementing the student behaviour and educational visits policies to ensure as far as is reasonably practicable the health and safety of students on site and when engaged in academy activities off-site.
- Demonstrating a personal interest, encouraging staff, students, and others, to promote health and safety.

#### 4.7. Health and Safety committees

The Board of Trustees, through the CEO, academy Principals and Heads of Schools will make arrangements for full and proper consultation with employees on Health and Safety matters. The nominated Safety Representatives of each accredited trade union or staff association will be involved in these consultations. Health and Safety Committee's will be formed for each academy, under specific Terms of Reference and will have the following responsibilities:

- To be the statutory consultative committee as required under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- To be a forum for consultation on health and safety policies, guidance, and procedures.
- To monitor academy health and safety performance.
- To escalate concerns over workplace hazards or unsafe practices.
- To be a forum for sharing appropriate health and safety information.
- Positively promote health and safety at every opportunity.

#### 4.8. Director of Astley Sports Village

The Director of Astley Sports Village (ASV) has delegated responsibility for managing health and safety arrangements pertaining to ASV ensuring that Trust health and safety standards are maintained, as well as those required of the fitness industry, specifically the sports and fitness sector. This delegated responsibility includes day-to-day maintenance and development of workplace precautions, safe systems of work and conditions, for all staff, and customers / students using the facility or who are engaged in activities sponsored by ASV. Generally, they have a delegated responsibility to:

- Ensure that Trust and academy health and safety rules, procedures, industry and sector guidance, and codes of practice, are being applied conscientiously and effectively within their areas of responsibility.

- Ensure that, throughout their areas of responsibility, all required risk assessments and safe methods of working / usage are conducted, implemented, recorded, reviewed, and communicated to those who have a requirement to know.
- Ensure that all staff within their areas of responsibility have sufficient information, instruction, training, supervision, skills, and experience to safely use all facility gym equipment safely and effectively; and, to advise customers, and other end users, on correct procedures and stop any unsafe practices.
- Ensure that all staff within their areas of responsibility have sufficient information, instruction, training, supervision, skills, and experience to comply with relevant health and safety policies, procedures, and safe systems of work – including manual handling techniques.
- Ensure and proactively / reactively monitor, safe working practices and procedures throughout their areas of responsibility and progress any remedial actions.
- Maintain a recorded programme of induction for staff and customers, this induction should include relevant health and safety topics including emergency response, as well as equipment usage.
- Ensure suitable and sufficient supervision is maintained when the facility is open and in operation.
- Arrange for work equipment (which includes gym equipment) to be serviced / tested as required under relevant legislation.
- Ensure that any unsafe equipment is adequately isolated and identified for repair when alerted to it, and obsolete equipment is removed.
- Ensure conformity to safety standards for goods and equipment purchased within their areas of responsibility.
- Ensure that any equipment and devices provided for health and safety within their areas of responsibility, including any personal protective equipment (PPE), is suitable for use, used correctly and maintained in good condition.

- Maintain the facility in accordance with Workplace ((Health, Safety and Welfare) Regulations.

#### 4.9. Head of Health and Safety

The Head of Health and Safety is the 'competent' person appointed by the Trust as required by the Management of Health and Safety at Work Regulations. Line managed by the CFO and reporting to the CEO and Board of Trustees, the role is to direct and shape the way occupational health and safety is managed across the Trust, providing professional advice on all matters relating to the occupational health and safety of staff, students, visitors, and others.

Responsibilities include:

- Developing and overseeing the delivery of the Trust's vision to make health and safety 'business as usual'.
- Advising, across the Trust, on measures to ensure compliance with health and safety related legislation.
- Identifying, initiating and developing Trust-wide and academy policies and guidance to help manage and mitigate health and safety risks and meet legislation obligations.
- Establishing and maintaining mechanisms that provide assurance that health and safety risks are being managed effectively and legislative obligations are being met.
- Establishing and delivering effective mechanisms to enable all staff and students to understand their roles and responsibilities and are competent to work safely.
- Report to the CEO and Board of Trustees, as required, on health and safety matters and advising as necessary.
- Undertaking annual visits to inspect Trust premises and work activities being carried out.
- Attending and providing technical input and support to health and safety committees.

- Ensure that the Trust's fire and first aid arrangements meet with those required by legislation, that all employees are aware of the arrangements and have received training.
- Evaluating emergency responses and make necessary improvements when / where required, including training.
- Positively promoting health and safety at every opportunity.

#### 4.10. Head of Estates

The Head of Estates has delegated responsibility for managing health and safety arrangements pertaining to Trust Facilities Management (FM) - including premises, construction works (as defined by the Construction (Design and Management) Regulations 2015), contractor management and legislative compliance. Guidance and reference is contained within the relevant chapters of the Trust Health and Safety Manual.

It is the responsibility of the Head of Estates to:

- Ensure that Trust and academy health and safety rules, procedures, professional body guidance, and codes of practice, are being applied conscientiously and effectively within their areas of responsibility.
- Ensure that all staff within their areas of responsibility have sufficient information, instruction, and training to safely carry out their work and comply with relevant health and safety policies, procedures, risk assessments, and safe systems of work. This includes information relating to emergency evacuation, fire etc.
- Ensure that records of all training are kept for all staff within their areas of responsibility and health and safety performance is monitored to ensure duties are being carried out effectively.
- Ensure that adequate channels of communication regarding health and safety are maintained within their areas of responsibility and staff are informed of, and understand, any changes or information, which could affect their work activities.

- Ensure that statutory examinations and inspections are programmed, and records (including remedial actions) are kept.
- Carry out inspections and audits of their areas of responsibility to confirm compliance with legislative requirements. Any non-conformances should be reported and remedied as soon as possible.
- Ensure that regular safety checks and tests of Trust and academy buildings, plant, facilities and equipment are carried out and any hazards or problems identified, recorded and removed or rectified in a timescale commensurate to the risk.
- Inform relevant persons of any safety issues which are beyond their control, or cannot be resolved immediately and need further action, or where resources are insufficient to enable compliance.
- Ensure that a planned and prioritised approach to risk assessment is being carried for activities involving significant risks where appropriate, in their areas of responsibility.
- Ensure risk assessments are followed, and highlighted control measures are implemented, by those staff in their areas of responsibility; this includes effective use of PPE where identified.
- Ensure that all staff, students, or others, who may be affected by specific activities are provided with adequate information regarding any risk assessments, elimination and control of risks and hazards.
- Arrange for work equipment to be serviced / tested as required under relevant legislation.
- Ensure that any unsafe equipment is adequately isolated and identified when alerted to it and liaise with relevant departments for obsolete equipment to be removed.
- Ensure conformity to safety standards for goods and equipment purchased within their areas of responsibility.

- Ensure that any equipment and devices provided for health and safety within their areas of responsibility, including any personal protective equipment (PPE), is suitable for use, used correctly and maintained in good condition.
- Ensure regular inspection and testing of fire alarm and detection equipment, firefighting apparatus, and portable electrical appliances.
- Ensure electrical and gas systems are adequately maintained by competent persons.
- Ensure that premises files are maintained including all relevant certificates to ensure proof of compliance.
- Ensure site security across all areas of responsibility, including gated access, door entry systems & CCTV systems are fully operational.
- Ensure that contractors know their own obligations in respect of health and safety, have and maintain a safe place of work, and receive an induction confirming local health and safety rules and hazards.
- Ensure that contractors are managed in accordance with Trust procedure and relevant legislation, including gathering and holding information and monitoring their compliance with health and safety legislation whilst work is carried out.
- Ensure contractors are controlled while on site and work in accordance with, their own risk assessments (providing assurance that any sub-contractors will be subject to the same).
- Ensure the practical application of Trust and academy policy arrangements and a good working understanding of key risks including fire safety, legionella, asbestos, electrical safety, contractor management, gas safety, COSHH, working at height, manual handling & vehicle safety.
- Positively promote health and safety at every opportunity.

#### 4.11. Senior Leadership and those with management responsibilities

Academy senior leaders and individuals with management responsibilities (generally Heads of Department, Heads of Subject or Support Managers) have overall day-to-day responsibility for the health and safety of staff, students, visitors, and others within their relevant departments and areas of responsibility. Generally, they have a delegated responsibility to:

- Ensure that Trust and academy health and safety rules, procedures, professional body guidance, and codes of practice, are being applied conscientiously and effectively within their areas of responsibility.
- Ensure that, throughout their areas of responsibility, all required risk assessments and safe methods of working are conducted, implemented, recorded, reviewed, and communicated to those who have a requirement to know.
- Ensure and proactively / reactively monitor, safe working practices and procedures throughout their areas of responsibility and progress any remedial actions.
- Ensure that all staff within their areas of responsibility have sufficient information, instruction, training, supervision, skills, and experience to safely carry out their work and comply with relevant health and safety policies, procedures and safe systems of work. This includes information relating to emergency evacuation, fire etc.
- Use the appraisal framework to measure the performance of staff within their area of responsibility, against health and safety targets, objectives, and training requirements.
- Ensure that any equipment and devices provided for health and safety, including any personal protective equipment (PPE), is suitable for use, used correctly and maintained in good clean condition.
- Ensure adequate supervision, relative to the risks posed, for students and others with particular needs.
- Ensure that they monitor the standard of health and safety throughout their areas of responsibility, and encourage staff, students, and others to achieve the highest possible standards of health and safety.

- Ensure that positive, corrective, and immediate action is taken where necessary to ensure the health and safety of all staff, students, and others.
- Ensure that health and safety issues are included as an embedded agenda point across all meetings that they chair and report any health and safety concerns with their union representatives or to the Head of Health and Safety and / or academy Health and Safety Committee, as appropriate.
- Communicate all applicable health and safety information to the relevant persons (including students).
- Positively promote health and safety at every opportunity.

Where applicable:

- Ensure that an inventory of all work equipment provided for use within their areas of responsibility is drafted, that a regular maintenance schedule of all work equipment is organised and that it is fit for purpose.
- Ensure that all staff, students, and others, within their area of responsibility are given adequate information, instruction, and training in safe working practices, (including for work machinery) and that records of all training are kept, including health and safety inductions.
- Co-ordinate, monitor, and lead a prioritised risk assessment management action plan in their area and ensure that action is taken to rectify issues raised.
- Ensure that all risk assessments, including COSHH, Manual Handling and DSE etc, are carried out within their areas of responsibility by a competent person and reviewed as necessary.
- Ensure and proactively / reactively monitor, safe working practices and procedures throughout their areas of responsibility, include those relating to the provision and use of machinery, substances, and other apparatus.

- Ensure that all plant, machinery, and equipment in every department in which employees' work is adequately guarded, in full and safe working order and restricted to authorised persons only.
- Ensure that appropriate protective clothing and equipment (PPE) is worn, maintained, and kept in good condition. And that first aid and fire appliances are provided and readily available within their areas of responsibility.
- Ensure that any hazardous and highly flammable substances within their areas of responsibility are correctly stored, labelled and exposure is minimised.
- Take prompt action to correct any unsafe condition, practice or system and ensure that an adequate faults reporting system is in operation. Any faults reported must be followed up and rectified as soon as possible.
- Ensure all lesson plans or schemes of work include any health and safety considerations and any risk associated with the lesson.

#### 4.12. Employees

All employees of Stamford Park Trust have an important part to play in protecting themselves and others. Health and safety responsibilities are based on legal obligations and may be subject to procedures. All employees are required to:

- Take reasonable care for the health and safety of themselves and others, who may be affected by what they do or fail to do at work.
- Co-operate with all managers, team leaders and supervisors on health and safety matters.
- Familiarise themselves with, and to act in accordance with, any health and safety policies, procedures, safe systems of work, or risk assessments, which have been issued to them or otherwise brought to their attention.
- Act in accordance with any safety training which has been provided to them, or any verbal safety instructions issued to them.

- Make full and proper use of any personal protective equipment (PPE) and clothing provided to them, in accordance with instructions, risk assessment or training received.
- Report any loss of, or obvious defect in, such PPE to their Head of Department or manager.
- Ensure visitors in their section are not placed at risk and fully understand relevant health and safety arrangements.
- Not take part in any horseplay or to interfere with, or misuse, anything provided in the interest of health, safety, or welfare.
- Report any accident/incident, whether injury is sustained or not, and where sustained no matter how minor the injury, by informing their Head of Department or manager (to be done on the day of accident/incident or as soon as possible thereafter). This includes reporting any accident/incident involving a non-employee whilst on Trust premises or sites or affected by Trust activities.
- Report to their Head of Department or manager any work situation (or equipment) which they consider representing a serious and immediate danger to health and safety, or any matter which they consider representing a shortcoming in current arrangements for health and safety.
- Report to their Head of Department or manager any possible improvements in safety, which can foreseeably be achieved.
- Observe all laid down procedures, use, and maintain only those items of equipment, machinery, or substances they have been trained and authorised to use and use in accordance with the manufacturer's instructions.
- Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and to the safety of others.
- Attend as requested, any training course designed to further the needs of health and safety.

- Familiarise themselves with the fire evacuation procedure and exit routes within any Trust premises within which they are employed.
- Follow any laid down emergency procedures in the event of serious imminent dangers, such as emergency evacuations.
- Not attend Trust premises suffering any intoxication through the taking of any illegal substance, or excessive alcohol level in the blood. (Excessive as defined in the Road Traffic Act – for the legal driving limit).
- Dress sensibly and safely for their working environment or occupation.
- Positively promoting health and safety at every opportunity.

All employees have a right to raise any concerns with their union representatives, or safety representatives, who may discuss these with the Head of Health and Safety and / or academy Health and Safety Committee, as appropriate.

The Trust recognises that members of staff are not chartered safety professionals or certificated risk assessors, but expects all staff, in fulfilling their legal responsibilities for health and safety, to use their experience, knowledge and training to make reasonable, common-sense decisions about risk assessment and control measures.

#### 4.13. 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 the safety and/or hygiene and to observe all the health and safety rules of the Trust or academy, and in particular, the instructions of staff given in an emergency.

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

Students will be held accountable for any damage caused because of inappropriate behaviour; equally the Trust does not accept responsibility for any loss arising from such incidents.

#### 4.14. Visitors, hirers, or contractors

##### **Visitors.**

All visitors are required to observe the safety rules of the Trust academy they are visiting and will be informed of relevant regulations as and when necessary, by an appropriate member of staff. All visitors to Trust institutions will:

- Book in at the relevant reception and provide means of identification.
- Visibly show any identification lanyard or identification pass issued to them at reception or any other Trust department.
- Be met at reception by a host from the Trust, the host will:
  - Brief the visitor on the fire evacuation procedure and remain with them through any such evacuation.
  - Brief the visitor on the procedure for summoning First Aid and remain with them throughout any treatment given on Trust grounds.
  - Ensure that their visitor observes all health and safety instructions, rules and procedures and are fully aware of their health and safety responsibilities.
  - Return the visitor to the reception on completion of their visit.
- Obey all safe procedure, mandatory, warning and prohibition signage displayed for information.
- Act in a manner that ensures their own health and safety and that of others.

##### **Hirers/lettings.**

The Trust Lettings Policy and specific academy hiring procedures cover procedures for fire evacuation and security arrangements and the requirements relating to accident, assault and near miss reporting requirements and the provision of first aid.

Persons/organisations hiring any area of a Trust site must agree to:

- Co-operate and co-ordinate with the Trust setting on health and safety matters.
- Agree to the Trust setting Terms and Conditions for the hiring of Trust premises and grounds in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the Trust that may arise from their activities.

The Trust will ensure that:

- The premises are in a safe condition for the purpose of use.
- Health and safety arrangements are detailed in the lettings policy and that these are fully explained and communicated.
- Adequate arrangements for emergency evacuation are in place and communicated.

### **Contractors.**

All contactors or sub-contractors on site, working directly or indirectly under the control of the Trust, are required to work to the general standards laid down in this Policy. Failure to employ good site practice may result in contracts being terminated or other sanctions being employed by the Trust to restore the requisite safety standards to site.

All contactors or sub-contractors on site are subject to site induction and consultation procedures covering each element of the works, and the application of suitable and sufficient measures to ensure the safety of employees. In general, they must:

- Ensure that their employees observe all health and safety instructions, rules and procedures and are fully aware of their health and safety responsibilities.
- Ensure all of their employees, and sub-contractors, are suitably qualified and competent in the activity for which they are employed.
- Provide the Trust Head of Estates or academy Site Manager with an up-to-date safety policy and any relevant risk assessments and method statements (RAMS) and / or

Construction Phase Plans (CPP) relating to the activity being undertaken.

- Ensure all work equipment brought on to any Trust site is maintained and in safe working order.
- Provide sufficient information, instruction, and supervision to ensure their employees can carry out their work safely and without risk.
- Establish and enforce good housekeeping.
- Ensure that all accidents and near misses are reported to the appropriate person.
- Report any defective plant, equipment, and structures.
- Ensure their employees or sub-contractors are issued with suitable personal protective equipment (PPE).
- Ensure that their employees or sub-contractors have received suitable instruction and training regarding the use of PPE and that it is maintained to a suitable standard.
- Under no circumstances should any contractor use any work equipment which is the property of the Trust.

RAMS and / or a CPP for the activities to be undertaken must be submitted to the Head of Estates or Site Manager (for consideration and consultation) prior to any works commencing. Works will not start until RAMS and CPP have been agreed.

The Trust undertakes to ensure that following assessment of RAMS and CPP, that all reasonably practicable means shall be applied to achieve a safe working environment with suitable and sufficient standards of health, safety & welfare.

## 5 General Arrangements

This section includes the over-arching general arrangements in place within the Trust to assure, so far as is reasonably practicable, the health, safety and welfare of staff, students and visitors and all others affected by the Trust premises or activities.

### **Health and Safety Policy.**

The Stamford Park Trust Health and Safety Policy document clearly sets out the Trust framework for health and safety management. Additionally, all academies are required to establish an academy specific health and safety policy statement which incorporates academy organisational arrangements, and specific health and safety arrangements which are systematically applied to academy premises, services, and activities.

### **Organisation**

#### Responsibilities:

Management is responsible for health and safety performance and the implementation of Trust and academy health and safety policy, arrangements, and procedures. Specific health and safety roles and responsibilities have been assigned to various posts and these are included in the Organisation section of the relevant policies and procedures.

#### Consultation:

Consultation is achieved by standard health and safety agenda items on all team meetings, through appropriate membership of committees and groups, and meetings including recognised Trade Union representation.

#### Professional Development:

Health and safety competencies are core skills essential to the effective conduct of employee duties. These competencies are developed through induction at both Trust and academy levels. Specific (e.g. manual handling, first aid etc.) and managerial training is arranged to suit individual and organisational needs.

#### Job Descriptions:

Suitable statements and clauses that link to the Trust and academy Health and Safety Policies, are included in job descriptions to highlight health and safety responsibilities appropriate to individual roles. Performance Management is used to set and measure performance against health and safety targets and objectives (where these are appropriate for the job description of the employee concerned).

#### Communication:

Health and safety information is communicated through line management with health and safety as an agenda item at all levels of team meetings. Trust and academy health and safety documentation is developed and made available in electronic and hard copy format. Microsoft SharePoint, shared drives, email, newsletters, notice boards and signage are all additional methods for health and safety communication.

#### **Planning and implementation**

##### Health and Safety Action Plans:

To ensure continuous improvement in health and safety performance, the Head of Health and Safety, in conjunction and consultation with the Principal and Heads of Schools, will develop and maintain health and safety action plans, which the Principal and Heads of Schools will implement. Academy health and safety action plans will be reported on by the Head of Health and Safety to the Board of Trustees.

##### Risk Assessments:

Managers conduct risk assessments for all activities, record them (where necessary) using the Trust and academy templates and guidelines, and ensure findings are brought to the attention of employees and those affected by the risk assessed activities. Risk assessments are reviewed periodically, and following any significant changes, to ensure they remain suitable and sufficient.

##### Procedures and guidance:

Stamford Park Trust and academy health and safety procedures are the standards, systems, and guidelines for the implementation of control measures for specific health and safety risks. All procedures are developed and implemented in accordance with the risk profile of the Trust and

individual academies procedures apply to the specific establishments. Health and safety procedures, and guidance, are contained within Trust health and safety documentation, specifically within the relevant chapters of the Trust Health and Safety Manual, which are regularly reviewed, and updated when appropriate. Academies may apply this guidance differently to manage specific requirements, however the necessity to remain compliant within legislation and regulations remains.

### **Measuring performance**

Proactive health and safety monitoring is a line management function. Health and safety performance is formally measured, by those with management responsibilities, during departmental inspection (in accordance with sections 5.6 and 5.8 to 5.11 of this policy.)

Reactive monitoring includes measuring safety performance by reference to accidents, incidents, and ill-health; looking at incident types and frequency rates, sickness absence rates, reported near misses and property damage incidents etc. In addition, the Trust measures performance by audit, inspection and through accident/incident reporting and investigation.

### **Reviewing performance**

Performance Management is used to identify health and safety learning and development needs of individuals and collectives and monitor competency development. Both individual and departmental health and safety performance is reviewed at relevant appraisal meetings. Individual academy and collective trust-wide health and safety performance is reported to, and appraised by, the Board of Trustees on a formal and regular basis.

### **Auditing**

A programme of health and safety audits is delivered across all academies in accordance with the Trust Framework for Health and Safety. The Head of Health and Safety ensures that suitable audit programmes are in place and audit action plans are implemented by those with responsibility to do so.