

Health and Safety Policy



THE BOSTON WITHAM ACADEMIES FEDERATION

HEALTH AND SAFETY POLICY

The Management of Health and Safety at Work Regulations require that health and safety arrangements be reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document be reviewed as often as necessary and in any case within 12 months of the date shown below.

Version 1.2: 1 February 2021

Monitoring Responsibility	Chief Operating Officer
Next Review Date	February 2022
Approval Body	Estates Committee
Date Ratified	8/2/2021
Chair of Committee Signature	<i>J. Wigglesworth</i>

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Section 1 - General Policy

This is the declaration of the Chief Executive Officer, Directors, Headteacher and the Local Board of Governors commitment to health, safety and welfare of their employees, pupils and any other persons who may be at the premises.

HSP 001 Health and Safety Policy Statement

Section 2 - Organisation

This section covers the roles and responsibilities with regards to health and safety within The Boston Witham Academy Federation (BWAf). The table in section 2.3 must be completed by the central office/Academy to reflect the names and roles of the employees who are responsible on site.

HSP 002 2.1 Overview
 2.2 Management Structure
 2.3 Responsibilities

It is important that the information from all of the policies is cascaded to relevant employees, and signatures are required to evidence this. An electronic copy is available on BWAf system.

To ensure the validity of this policy, it is recommended that this document be reviewed as often as necessary and in any case within 12 months of the date shown on the title page. Should legislation be amended between the 12 month period, updated policies will be sent and the 'record of amendments' will be updated to reflect this. Updated policies are to be printed and the hard copy updated at the earliest opportunity to ensure it remains current.

Section 3 Arrangements - Health and Safety Procedure Manual

The arrangements section will detail how BWAf and specifically how the individual academy will meet with the policy requirements.

Therefore Section 3 Arrangements will be detailed in the supporting Health and Safety Procedure Manual, which is to be made site specific by each individual academy/office. The Health and Safety Procedure manual is to be read in conjunction with this Policy, and includes further policy and procedural application on:

HSP 003	Health and Safety Management
HSP 004	Workplace (Health, Safety and Welfare)
HSP 005	Animals on Site
HSP 006	Asbestos
HSP 007	CCTV
HSP 008	Confined Spaces
HSP 009	Construction (Design and Management)
HSP 010	Control of Contractors, (including selection and management)
HSP 011	Disability Access
HSP 012	Display Screen Equipment
HSP 013	Driving Vehicles
HSP 014	Electricity
HSP 015	Emergency Action Plans/Critical Incident Plan
HSP 016	Fire
HSP 017	First Aid
HSP 018	Gas
HSP 019	Hazardous Substances (COSHH), including Radioactive
HSP 020	Kitchen Activities
HSP 021	Lab Activities (Dangerous Substances and Explosive Atmospheres)
HSP 022	Legionella
HSP 023	Local Exhaust Ventilation (LEV)
HSP 024	Lifting Operations and Lifting Equipment (LOLER)
HSP 025	Maintenance Activities
HSP 026	Manual Handling & Moving and Handling
HSP 027	Monitoring H&S Management Compliance
HSP 028	Noise
HSP 029	Personal Protective Equipment
HSP 030	Pest Control
HSP 031	Pressure Systems
HSP 032	Risk Assessments
HSP 033	Safety Signs and Signals
HSP 034	Security, including Lone Working
HSP 035	Smoking, including Vaping and E-cigarettes
HSP 036	Stress
HSP 037	Vibration
HSP 038	Violence and Aggression
HSP 039	Work at Height
HSP 040	Work Equipment
HSP 041	Young Persons/Work Experience

Section 1 - General Policy



Health and Safety Policy Statement

1 January 2020

Our policy is to provide and maintain safe and healthy working conditions for all our employees, contractors, pupils and agency/supply staff working on our behalf. In addition we will seek to ensure the work that we carry out does not affect the health and safety of others, e.g. our pupils, visitors and members of the public.

We will achieve this policy, in part, by:

1. Appointing competent Persons who are responsible for health and safety in their respective areas;
2. Ensuring that adequate resources and sufficient financial arrangements are in place to control health and safety risks arising from our work activities;
3. Consulting with all our employees on matters affecting their health and safety and providing information, instruction, training and supervision, as appropriate;
4. Seeking advice and assistance from external organisations to supplement our own in-house health and safety initiatives;
5. Monitoring and reviewing the health, safety and welfare arrangements we have put in place at least every twelve months to determine their continued effectiveness;
6. Setting goals and following action plans to ensure continuous improvement in health and safety performance; and
7. Promoting a positive health and safety culture within our organisation, e.g. with Managers leading by example.

This statement is intended to encourage a positive attitude to safety and should be used in conjunction with the additional safety guidelines issued periodically.

I look forward to your full co-operation and support.

..... **Chief Executive Officer**

..... **Chair of the Board of Directors**



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I look forward to your full co-operation and support.

..... **Headteacher Academy**

..... **Chair of the Local Board of Governors**

Section 2 - Organisation

2.1 Overview

This document is The Boston Witham Academy Federation, Group Health and Safety Policy. It provides details of management arrangements and expectations. This Policy is supported by the Health and Safety Procedures Manual to ensure the health, safety and welfare of our employees, pupils, visitors and any members of the public who may visit our sites.

All Academies, Trust Office locations and individually named/specified persons are required to work to the Group Health and Safety Policy and Health and Safety Procedure Manual.

The Boston Witham Academy Federation (BWAFF) endeavour to achieve the highest standards of Health, Safety and Welfare under the Health and Safety at Work etc. Act 1974, and all associated Regulations, Approved Codes of Practice and Guidance documents.

At BWAFF we believe that health and safety is part of our everyday activities and not a topic which is added on as an afterthought. We endeavour to be compliant and follow good practice, and are passionate about empowering our Academies to take health and safety forward.

To that end, failure to comply with the Health and Safety Policy or the Health and Safety Procedure Manual may result in disciplinary action.

BWAFF currently consists of a significant number of Academies covering the Educational needs of Nursery, Primary and Secondary pupils. This results in an age range of 3 - 16 years of age for our pupils.

The Boston Witham Academy Federation Head office:

Venture House
Enterprise Way
Boston
Lincolnshire
PE21 7TW

Requirements:

The requirements for compliance with Section 3 are detailed and to be made site specific in the Health and Safety Procedure Manual, which will provide details on our specific policies, procedures and expectations.

All Academies and central offices are required to adopt the policies and procedures which are relevant to them and their activities, as detailed in the Health and Safety Procedures Manual.

All Academies and central offices are required to hold the following information:

- Signed Health and Safety Policy Statement;
- Copy of the Health and Safety Policy;
- Copy of site specific Health and Safety Procedure Manual;
- Risk assessments which have been amended to be site specific; and
- Where the building in part or in full was built prior to 2000, an Asbestos Survey and supporting Asbestos Management Plan.

Understanding Accountability and Responsibility

Accountability:

"The legal responsibility and thus the accountability for health and safety lies with the employer.¹" Therefore for The Boston Witham Academy Federation (BAAF), BAAF is the employer, and therefore has legal responsibility and therefore accountability for health and safety.

Where contractors are used for additional services e.g. cleaning contractors, therefore they are accountable for their own staff members. However BAAF and the Academy have a duty to ensure they co-operate with the employer and work together to ensure the health and safety of the contracted staff members.

¹ Taken from HSE services, education, frequently asked questions

Responsibility:

Whilst overall accountability lies with the school/academy employer, other school managers who are involved in the day to day running of the school and associated activities also have some responsibilities for the health and safety of staff and pupils.

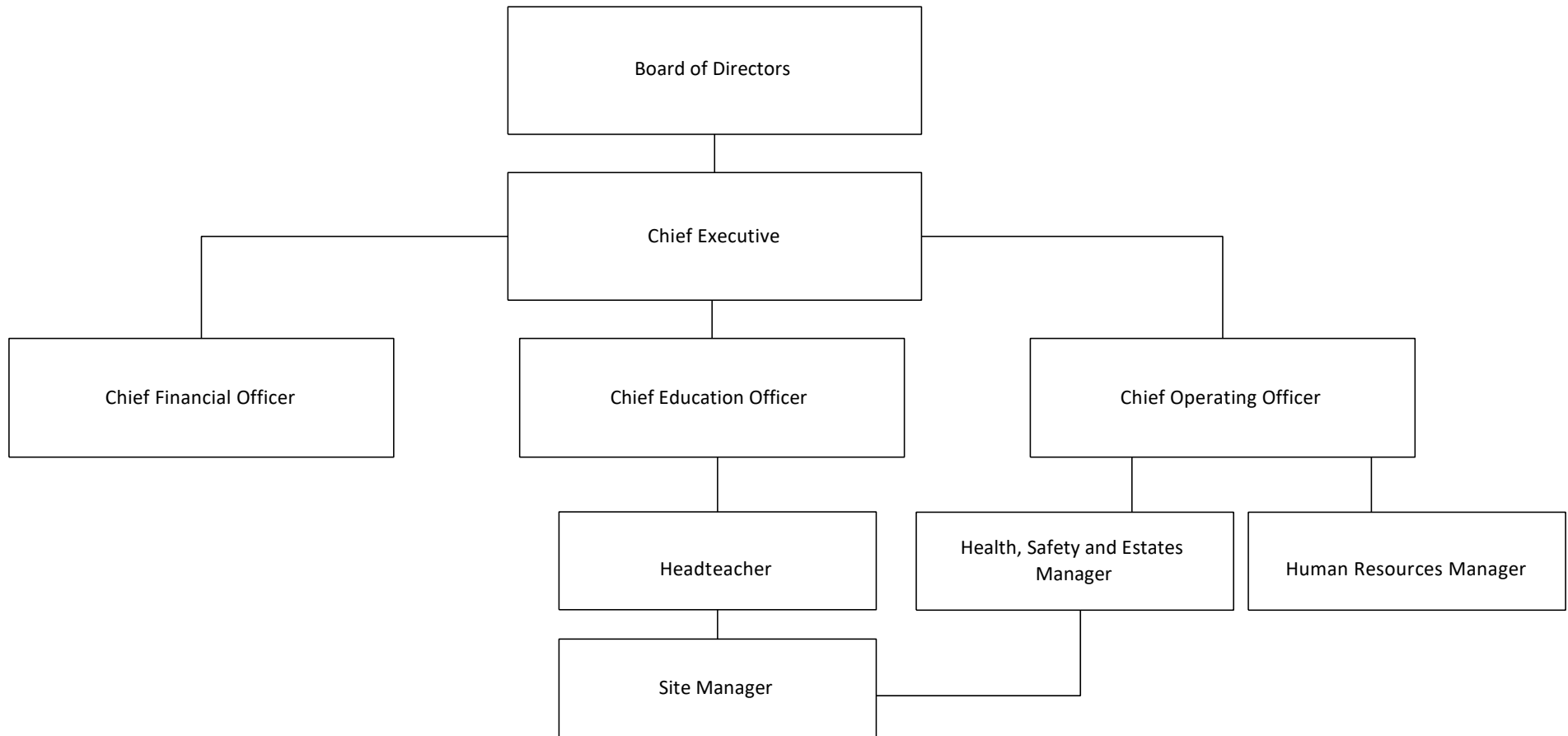
A delegated budget is provided to the academy so that control of day to day issues can be undertaken, again this financial budget for day to day supports the responsibility of managers.

All Employees are responsible in law, as they have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.

Section 2.3 "Responsibilities" section will clarify which health and safety related functions are delegated to the academy and which functions are to be carried out centrally by BAAF.

2.2 Management Structure

An organogram showing the management structure for The Boston Witham Academy Federation is provided overleaf.



2.3 Responsibilities

Whilst overall accountability lies with the employer, The Headteacher and other school Managers within The Boston Witham Academy Federation (BWAFF) strives to achieve high standard with regards to Health, Safety and Welfare in line with the legal requirements of The Health and Safety at Work etc. Act 1974 and associated legislation.

BWAFF is the employer and therefore accountable for Health and Safety within BWAFF and ensuring overall compliance. BWAFF has appointed a Chief Executive Officer (CEO) to oversee all aspects of the trust. Due to the size and regional lay out of the Academies, the CEO cannot be at all sites all of the time. So to support the CEO, responsible job roles or departments are named to support the CEO to fulfil all required duties under the Health and Safety at Work etc. Act 1974 and associated legislation.

2.3.1 BWAFF Board ("The Trust")

The Boston Witham Academy Federation (BWAFF) is the employer and accepts the overall accountability and responsibility for health and safety, and will ensure that suitable and sufficient support is in place to fully support the CEO in their duties.

- They will ensure that the Policy is reviewed at least annually, or at a required time;
- They will ensure that the Health and Safety systems are audited annually;
- They will ensure all necessary resources and information are made available to ensure the policy can be put into practise;
- They will ensure there is an effective policy for Health and Safety Management and that this is documented and implemented throughout the organisation;
- Provide sufficient funding to ensure that the required standards can be met;
- Employ competent persons to undertake works, or authorise the competent person to seek external support to ensure compliance;
- Support and encourage Union representatives;
- Provide sufficient training opportunities to staff to ensure they are able to work in a safe manner;
- Provide sufficient time and tools for staff to undertake their duties;
- Hold the CEO to account for their performance with the requirements detailed in this Policy.

2.3.2 Chief Executive Officer

The Chief Executive Officer recognises and accepts the responsibilities of the Trust with regards to the running of the business and the associated health and safety responsibilities.

The Chief Executive Officer (CEO) of BWAFF is responsible for:

- Carrying out the duties as delegated by the Trust Board; and
- Ensuring suitable and sufficient arrangements are in place to satisfy the health and safety Regulations and Codes of Practise applicable to the Trust.

2.3.3 Headteacher

The term Headteacher will be used through the Policy.

The definition of Headteacher includes - Principal, Acting Principal, Head of Academy and Acting Head Teacher, or whoever is 'in charge of the school' on the day.

All Headteachers within BWAFF have control of the day-to-day operations of their Academy and are directly responsible for ensuring the following:

- They and their educational team are aware of the Health and Safety Policy and Health and Safety Procedure Manual and follow such approved BWAFF documents;

- Risk assessments are produced, suitable and sufficient and reviewed at appropriate periodic intervals for activities which are education related e.g. trips, outdoor sports activities, and play equipment;
- Within their areas of responsibility, ensure necessary resources to enable the policy to be fully implemented are available and that the policies and supporting procedures and guidance are complied with;
- Within their areas of responsibility ensure that sufficient and adequate information, instruction, training and supervision is provided, and ensure their educational team attend such mandatory training;
- They are familiar with the fire risk assessment and first aid needs assessments and they are aware of the significant findings/controls required;
- First aid kits are provided, and are regularly monitored to ensure they are in date and have sufficient provision should they be needed in the event of an emergency; and
- Waste is disposed in the appropriate manner with the required licenses in place if needed.

2.3.4 Educational Visits Coordinator (EVC)

Each Academy is required to appoint an Educational Visits Coordinator (and deputy) who is not the Headteacher Academy.

It is the EVC's duty to:

- Oversee the planning, arrangement and delivery of safe and effective educational visits;
- Ensure that the required risk assessments are in place, and they are suitable and sufficient and have been reviewed prior to the visit; and
- Report any issues to their line manager or the Headteacher.

Further guidance is in the procedure for 'Educational visits'.

2.3.5 Local Governing Bodies - Local Board of Governors for the Academy (LGB)

Local governing bodies hold direct accountability for health and safety matters, and should use their authority to challenge and support the positive development of health and safety standards in the school.

The Board of Governors for the Academy will ensure the Terms of Reference document is adhered to with appointing a lead Governor with regards to health and safety.

LGBs are responsible for ensuring:

- Health and Safety is taken seriously at the Academy;
- They are aware of all safety reports, audits, assessments from both internal and external persons;
- They actively encourage and include health and safety in each meeting they attend;
- They challenge any areas of health and safety where incidents, audits, external visits etc. have demonstrated non-compliance or potential non-compliance;
- They are satisfied and aware that actions required from both internal and external audits or visits have been addressed within the appropriate timescales; and
- Hold to account and challenge Headteacher to ensure that health and safety is and continues to be a priority within the Academy.

2.3.6 Site Team (School level)

Each Academy is required to appoint a Site Team, and someone who will provide Site Team cover in the event they are away from work. It is their responsibility to:

- Undertake their duties as directed by the Chief Financial Officer (CFO);

- Complete duties as defined in the Health and Safety Procedures Manual; and
- Be familiar with the health and safety policy, procedures and guidance documents and adhere to them at all times.

2.3.7 Non-trade Union Appointed Safety Representative

Those employees who are not members of a recognised trade union remain entitled to be consulted on health and safety matters. This can be directly or through the election of a representative, or via the Health and Safety Coordinator for the academy.

2.3.8 All Employees (including those with specific duties listed above)

It is the responsibility of **all** employees to co-operate in the implementation of this Health and Safety Policy and supporting procedures and guidance documents. All employees have a duty to ensure their own safety and the safety of others, e.g. co-workers, contractors working on the same premises, pupils and visitors to the premises.

The general responsibilities of employees are to:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts/omissions;
- Co-operate fully with their Manager or other responsible person on all matters pertaining to their health and safety at work;
- Not recklessly or intentionally interfere with, or misuse any equipment, safety devices etc. which have been provided in the interest of health and safety at work;
- Adhere to the information, instruction and training they have received;
- Ensure they are aware of what to do in the event of an emergency e.g. fire;
- Lead by example to pupils and other colleagues by following the required Trust safety requirements;
- Not operate any vehicle, machinery or equipment that they are not competent and authorised to use;
- Report all defects and any other obvious health and safety hazards, accidents, injuries and dangerous occurrences to their Manager;
- Ensure that appropriate action is taken to rectify unsafe systems or actions;
- Wear any protective clothing or equipment which has been provided for their and others safety whilst at work; and
- Ensure good housekeeping at all times to prevent incidents where possible, e.g. cleaning up a spillage immediately after it has occurred.

2.3.9 Visitors to site, including contractors

Legislation is clear that all persons are responsible for health and safety, to that end, all visitors to Trust premises are required to:

- Take reasonable care for the health and safety of themselves and other persons who may be affected by their acts/omissions;
- Co-operate fully with the site rules at all times e.g. attending inductions, signing in and out, partaking in drills, reporting incidents and ensuring what they do does not affect the health and safety of themselves or others;
- Not recklessly or intentionally interfere with, or misuse and equipment, safety devices etc. which have been provided in the interest of health and safety at work;
- Adhere to the information, instruction and training they have received;
- Ensure they are aware of what to do in the event of an emergency e.g. fire;

- Report all defects and any other obvious health and safety hazards, accidents, injuries and dangerous occurrences to their contact;
- Follow any reasonable instruction provided to them in the course of their time on site.

Please note - failure to do so may result in you being asked to leave the site!

Other specific responsibilities are detailed in the Health and Safety Procedures Manual which accompanies and supports this policy.

Health and safety is everyone's responsibility.

Under the Management of Health and Safety at Work Regulations 1999 and Employment Rights Act 1996 every employee has the right to refuse to carry out work that they believe to be unsafe.

Where an employee feels that the work they are asked to do is unsafe they must report it immediately to their Supervisor or Manager. If it is their Supervisor or Manager who has asked them to carry out the work, they may report to a safety representative or direct to senior management. Work will not be recommenced until the safety concerns have been assessed, and any reasonable concerns addressed.

All refusals to work on safety grounds must be recorded, along with the findings of the assessment and actions taken to address the concerns.

No employee raising justifiable safety concerns will be subject to any related disciplinary action, discharge, suspension, laying-off, demotion or any financial or other penalty.

