

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



Aquila Health and Safety Policy Statement

Date adopted by Trust Board: May 2017

Date of Review: May 2018

1. Statement of Intent

Aquila The Diocese of Canterbury Multi Academy Trust (hereafter referred to as the Trust) recognises the importance of Health and Safety and is committed to the health, safety, welfare and well-being of everyone who is part of the academy community including staff, students, governors, visitors, contractors and members of the public who visit or work at our academies. To assist the Trust in discharging its responsibilities we have engaged the services of Ellis Whittam Limited as our appointed Health & Safety Consultants with the expectation that their advice will be adhered to in its entirety.

As the employer of staff, Aquila has overall responsibility for the health, safety and welfare in its member academies. We recognise that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. As such it is everyone's responsibility to actively engaged in health and safety, with the end result being fewer accidents, less ill health and a safer working and learning environment for all members of our communities.

All member academies of the Trust must adopt the Health and Safety policy and handbook provided by Ellis Whittam.

2. Responsibilities

These responsibilities must be read in conjunction with the member academy's latest H&S Policy.

The Trust

The Trust has the ultimate responsibility for the Health and Safety for each member school. It discharges this responsibility via the Local Governing Body and relevant school staff. Support for the academies regarding health and safety will be provided through contacting the trust's Health & Safety provider, Ellis Whittam.

The Trust will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the school
- any decisions reflect its Health and Safety intentions
- adequate support, advice and guidance is available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance
- they review the Health and Safety performance of the school annually and plan safety improvements for the following year.

Local Governing Body

The Local Governing Body (LGB), comprising of the Head Teacher/Principal and the school governors has a strategic role in the running of the school including the management of health and safety.

The Local Governing Body will ensure that:

- they provide a lead in developing a positive Health and Safety culture throughout the school
- any decisions reflect its Health and Safety intentions
- adequate resources are available for the implementation of Health and Safety
- an effective management structure for the implementation of Health and Safety is established
- they will promote the active participation of employees in improving Health and Safety performance
- they review the Health and Safety performance of the school annually and plan safety improvements for the following year
- health and safety objectives are set across the whole school

- standards of health and safety are set across all areas
- a health and safety plan of continuous improvement is created and monitored for progress against agreed targets
- a risk management programme is developed and implemented across the school
- senior management are competent to fulfil their health and safety responsibilities and that effective training programmes have been put in to place
- a system of communication and consultation with employees is established via the Health and Safety Governor
- matters raised by the Health and Safety Governor are considered for action
- monitoring systems (including GRC-One Risk Management tool) are in place and regularly reviewed to monitor the effectiveness of the school's risk control
- health and safety policies and procedures are reviewed in light of the results of internal and external audits
- actions required by enforcing authorities are programmed and included within health and safety plans to ensure legal compliance.

In order to support the monitoring of Health and Safety matters the LGB will:

- Appoint a Governor with responsibility for monitoring Health and Safety
- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and ensure training opportunities are available including staff training through the on line H&S courses provided by Ellis Whittam
- Monitor and review health and safety processes regularly including documents and resources available through the Ellis Whittam portal

Head Teacher/Principal

The Head Teacher/Principal has overall responsibility for ensuring compliance with Health and Safety legislation in the day to day running of the school but may delegate the responsibility for implementation to other suitably qualified staff.

The Head Teacher/Principal will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- health and safety plan of continuous improvement is created and the governor monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put in to place
- an annual report on the safety performance of the school is presented to the LGB and Trust Board.

They will do this by

- Developing a health and safety culture throughout the academy
- Taking day to day operational decisions
- Ensure staff are aware of their responsibilities

- Updating governors
- Monitoring the effectiveness of those procedures and engaging in the H&S audit and reviews provided by Ellis Whittam

Staff

Have a vital part to play in ensuring a safe environment for the children in their care. They are uniquely placed to support the day to day management of the health and safety in the academy. Full details of the responsibilities of staff are within the member academy's H&S Policy

Pupils

All pupils will be expected to follow the academy's working practices and observe safety rules in and outside the classroom.

Contractors

Contractors must be aware of the Academy's health and safety policy and emergency procedures and comply with these at all times.

Visitors and other users of the premises

All visitors to the academy must comply with the academy health and safety policy and procedures.

3. Monitoring and Review of Health and Safety Arrangements

The specifics of each academy's policy will always need to be followed. The annual H&S audit will be used to prioritise need and to inform planning.

Risk Assessments

All member Academies have access to the Trust's online Risk Management software which must be utilised to carry out risk assessments for all activities. The Trust expects the LGB's will utilise their access to this software to support their assessment of the Academy's approach to Health and Safety.

Full policy and procedure for the following areas are detailed in the H&S manual and handbook:

- Risk Assessments
- Consultation with Employees
- Building, Plant and Equipment Maintenance
- Asbestos
- Safe Handling and Use of Substances
- Competency for Tasks
- First Aid and Accidents
- Monitoring
- Fire
- Educational Visits
- Contractors and Safety
- Accident, Incident and Ill-Health Recording, Reporting and Investigation
- Asbestos
- Communication and Consultation
- Contractors
- Disabled Persons including pupils with Special Education Needs (SEN)
- Display Screen Equipment
- Driving
- Drugs and Alcohol
- Educational Visits
- Electricity

Fire
First Aid
Gas Installations and Appliances
Hazardous Substances (COSHH)
Infection Control
Legionnaires Disease
Lettings/shared use of premises/use of premises outside school hours
Lone Working
Manual Handling
Minibus
New and Expectant Mothers
Outdoor Play Equipment
Personal Protective Equipment
Physical Education
Risk Assessment
Safeguarding
Smoking
Stress
Supporting Pupils with Medical Needs
Swimming
Temporary Staff
Training
Violence to Staff
Visitors
Work at Height
Work Equipment
Work Experience Placement
Working Time Regulations